



# BLISWORTH PARISH COUNCIL

Email: blisworthparishcouncil@gmail.com

## Minutes of the Virtual 'Meeting' 11<sup>th</sup> May 2020

This meeting was held by consultation over a conference call with the councillors. The government legislation to reduce the spread of Covid 19 does not allow a normal meeting to take place. Security concerns had been raised over the use of some visual conferencing applications.

### Present via phone

Cllr Wilson  
Cllr Bunker  
Cllr Field  
Cllr Gardner  
Cllr Billing  
Cllr Hawkins

Clerk - Viv Hartley

1 member of the public was present. The public had been given the opportunity to access the call from instructions on the agenda.

1. **ELECTION OF CHAIRMAN: Cllr Wilson- Proposed by Cllr Hawkins seconded Cllr Field**  
  
There being no further nominations for Chairman, Cllr Wilson was duly elected as Chairman for the next 12 months.
2. **SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN – Declaration electronically signed by Chairman and Clerk.**
3. **ELECTION OF VICE-CHAIRMAN: Cllr Bunker, proposed Cllr Field, seconded by Cllr Wilson**
4. **APOLOGIES FOR ABSENCE – APOLOGIES AND REASONS FOR ABSENCE WERE APPROVED FOR: Cllr Adam Brown**
5. **DECLARATIONS OF INTERESTS – To receive declarations made under the Council's Code of Conduct related to business on the agenda.**  
(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a pecuniary interest will require that the

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member withdraws from the meeting room during the transaction of that item of business).

**None was declared.**

6. **CASUAL VACANCIES** – Notice of casual vacancies arising have been displayed and Council can now co-opt.  
Cllr Wilson informed the meeting that he knows of a resident who is interested in becoming a councillor. Clerk to advertise the vacancy on Facebook and website.
7. **REVIEW OF FINANCES** – TO AGREE AND REVIEW FINANCES, INCLUDING USE OF NCALC AS INTERNAL AUDITOR AND OF COUNCILLOR BUNKER TO ACT AS INTERNAL CONTROL OFFICER.  
It was agreed that the Council would continue with NCALC as the Internal Auditor and Cllr Bunker as Internal Control Officer.
8. **ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS (previously circulated with final accounts) including adoption of the Financial and Management Risk Assessment.**  
It was also agreed :
- i) **Risk Assessment :**
    - Chair to hold PC and email access details.
    - **Clerk** to provide document summarising where key documents are held on PC & paper, in order that they can be easily tracked down in the event of the clerk being absent.
  - ii) **Finance Regulations:**  
**Cllr Bunker and Clerk** will amend Section 6 of the Financial Regulations, and the FOI Policy, as a result of the changes PC is planning to update bank mandate.
  - iii) **Standing Orders**  
Cllr Bunker suggested that PC will also need to amend Standing Order 40.  
These 3 documents will be circulated for adoption at the next meeting.
9. **ADOPTION OF CODE OF CONDUCT (previously circulated) - adopted**
10. **PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS (previously circulated)**  
At Cllr Bunker's suggestion it was agreed that specific company names would not be present.  
The Clerk advised that minutes must be available in draft or final form within a month of the meeting. This would mean that not every set of minutes would need to go on the website until signed and will follow this time frame in future.
11. **MEDIA POLICY** (previously circulated and on website) this was adopted.

12. **COMPLAINTS POLICY** (previously circulated and on website) this was adopted.

### 13. **GDPR COMPLIANCE**

It was agreed:

- a) to appoint the Northants CALC DPO Service as the council's Data Protection Officer.
- b) To resolve that the council continues to register with the ICO and pays the relevant Data Protection Fee – £35.

The Clerk pointed out that although the DPO Service from NCALC is appointed it is the council's responsibility to adopt and abide by the policies and procedures. The documents for adoption are available on the website:

- I. Data Protection Policy for adoption
- II. Data Breach Policy for adoption
- III. Records Retention Policy for adoption
- IV. Councillors Resignation Check list document,
- V. GDTR Security Compliance check list
- VI. Subject Access Request Procedure.

14. **WEBSITE** - The Clerk will continue to run the Parish Council site.

15. **DATES FOR MEETINGS FOR NEXT YEAR** - To confirm that the Parish Council Meetings for the year 2020 to 2021 will *generally* take place on the 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. **(This may be subject to change due to the Covid Restrictions)** .

### 16. **Agreement on Arrangements for dealing with PLANNING**

**Applications** – Notification of applications to be received by email to Clerk who will circulate the communication which includes web link. If there is no meeting before the deadline for consultations, an extension to final consultation date will be sought by the Clerk. The Clerk informed the meeting that SNC can only grant more time in exceptional circumstances and need reasons for the request, together with a firm date by which SNC will have received the comments.

No hard copy plans are now available. Copies of the application, plans and other documents submitted with it are available to view on the Online Planning Register on the Council's website This will also state the current status of the application.

17. **APPOINTMENT OF REPRESENTATIVES FOR VILLAGE HALL AND PLAYING FIELDS ASSOCIATION** - Cllr Gardner agreed to continue in this role.

18. **APPOINTMENT OF REPRESENTATIVE TO ACT AS FOOTPATH WARDEN** – at present there is no warden. This could be advertised in Round and About.

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19. **GRASS CUTTING ARRANGEMENTS FOR 2020** – Contract finalised with N and P.

20. **RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 20<sup>th</sup> April 2020** - The minutes from this meeting was approved and signed by the Clerk pp the Chairman.

21. **CLERK'S REPORT :**

– busy during lock down as work being carried out remotely. Other councils carrying out Zoom meetings. This Council is concerned about security issues.

- Completed on line survey from NCALC re virtual meetings

22. **DISTRICT AND COUNTY COUNCIL REPORTS** – non available

23. **RAIL FREIGHT TERMINALS –**

**Gateway** - email circulated stating that the initial work on site will include archaeological excavations, ecological surveys and ground investigations. Various items of equipment, such as a telecommunications mast, will be re-located so that utilities are not disrupted during the construction phase. A temporary compound area will be provided adjacent to the A508 to provide parking and welfare for those working on and visiting the site this summer. This email had also been forwarded to one of the Stop Rail committee at his request and Henry Newby. It is also to be forwarded to Dennis Winterbottom at SNC.

During Autumn some temporary highway works on the A508 will be carried out in advance of the main works commencing, to provide safe access to the site for the construction phase. Further details will be provided nearer the time.


**Rail Central** – Clerk had contacted Henry Newby-no action taking place at present, banners being removed in line with Covid restrictions – it was agreed that Clerk inform Henry Newby that PC is concerned about removal and ask why.

24. **CHAPEL LANE** – Update on building:

Cllr Bunker reported that Eastco have advised that:

- they are effectively closed down until the end of June due to the Coronavirus crisis
- PC to provide an invoice for the commented sum – Clerk to proceed
- they will be providing 'proper' no parking signs when works do recommence.

25. **PLANNING – For Comments:**

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Received</u> 	<u>Status</u>
<u>S/2020/0735/LDE</u>	The Grain Store Blisworth Hill Farm Stoke Road Blisworth NN7 3DB	Certificate of lawful development to allow continued use of B8 storage and distribution from the grain store warehouse.( Use started November 2008)	30/04/2020	4 - Consultations Despatched (1-10)

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**Clerk** to send comments and ask what the applicant intends to store and for clarity on the long term implications.

**26. Footpaths –**

- Reports of any problems - none

**27. Lighting –**

Arrangements for reporting of faults.

**Lights reported/ to report: none**

**28. Street lighting improvements –** Clerk had circulated list of contractors and some issues Gayton PC had had to consider when pursuing a project. 'Expression of Interest' in Community Funding from SNC forms available Clerk had sent inventory and other information to Cllr Bunker. It was agreed that the **Clerk** would write to various contractors and ask for quotes for upgrading to more efficient lights in the village according to the Schedule from Aylesbury Mains.

**29. Play Area – Reports of any issues**

Annual inspection by Wicksteed still to be carried out.

Appointment of Councillor to act as Play Area representative further to resignation of Cllr Dalton. The Clerk stated that the Insurance requirement is for play equipment to be checked for any obvious faults at regular intervals. The Chairman, David Wilson agreed to take this role.

**Clerk** to contact David Dalton and ask for practical information on the maintenance of the VAS devices and for key to the Play Area.

**30. Neighbourhood Watch Scheme**

- Updates from Richard Akers circulated

**31. Highways – Clerk to receive any issues which should be reported**

**32. COMMUNICATIONS (not mentioned elsewhere on the agenda)**

- SNC - VE day info
- NCC - NCC NEWS RELEASE : Quit for Covid with Public Health Northamptonshire's Stop Smoking Service
- Allseasons – email circulated. Cllr Wilson has asked Clerk to post information on website requesting that any complaints about mowing be sent to the Clerk not previous contractors. This has been done. Clerk to acknowledge email from Allseasons.
- NCALC Updates and Covid 19 bulletins received

**33. PROGRESS GROUP REPORT –** Ann North reported that no report is available as no meeting has been held yet due to the Coronavirus crisis. A virtual one is to be held soon.

**34. ALLOTMENTS –** some rents have been collected. Collection and meeting to be arranged when Government Covid restrictions allow.

**35. REVIEW OF CONSITUTION OF PROGRESS GROUP –** a constitution was approved by the PC in June 2016. This was updated in March 2017

but has not been approved and needs reviewing. Clerk would suggest it is named 'Terms of Reference' and any changes in future must be approved and passed by Parish Council. A review action will be carried forward until the Progress Group meet.

**36. DELIVERY OF ROUND AND ABOUT DURING GOVERNMENT COVID RESTRICTIONS** – The Chairman thanked all those for their work delivering the newsletter.

**37. FINANCE**

i) The following documents were agreed and will be signed by the Chairman when practical, in concurrence with 'Social Distancing' requirements:

- SECTION ONE :The Annual Governance Statement 2019/20
  - SECTION TWO: The Accounting Statements 2019/20
- of the ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN for year-end 31.3.20.

These documents will be sent to the NCALC auditor – Tina Charteress who is conducting the internal audit remotely due to Coronavirus crisis.

ii) The following payments were approved:

Name	Details	Amount £	VAT	Total	Chq
Shire Lumsden	Inv 22025 – R & A printing	125.00		125.00	845
V Hartley	Salary for April	647.10	-	647.10	846
HMRC	Tax for above	10.40	-	10.40	847
N and P	Grass 20.4.20	540.00	108.00	653.00	848
A.North	R&A production	47.00*		47.00	849
Zurich municipal	Annual Premium	1036.18		1036.18	850

i) Other financial items for report:

- Council agreed new bank Mandate – Clerk, Vivien Hartley and Chairman David Wilson are to be added and previous Cllrs Jeffery, Burgoyne, Kennedy and Masterman are to be removed
- Bank Balance at 24.4.20 – 37837.95
- £ 50% precept - £20815 has been received.
- Allseasons cheque payment of £750 was cashed on 6<sup>th</sup> April
- Outstanding Chq 833 - £14.99 cashed
- \* Council considered an increase in honorarium to £50 from £35 for the production per newsletter of Round and About. It was agreed to increase it to £50.
- Blisworth PC has been allocated £4977.15 as a 15% portion of the CIL charges received at SNC (15% because Blisworth has no

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Date-----

Neighbourhood Plan). The Chairman stated that the PC will work on project ideas for this. Clerk had circulated information on CIL payments.

**38. FUTURE AGENDA ITEMS AND COUNCILLORS COMMENTS**

Cllr Hawkins requested that **Clerk** contact grass contractor and request that they mow the bank in front of the Old Rectory when conditions are suitable.

**39. DATE AND TIME OF NEXT AND FUTURE MEETING – June 1<sup>st</sup> 2020**

**40. PUBLIC SESSION**

Signed ..... Date .....

**DRAFT**

Signed-----

Date-----