



Minutes of the Virtual 'Meeting' 3rd August 2020, 7.30 pm

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
Cllr Goss

Clerk - Viv Hartley

2 members of the public was present – Ann North, Secretary to the Progress Group, Matt Goode from Blisworth Football Club. The public had been given the opportunity to access the call from instructions on the agenda.

PUBLIC QUESTIONS, COMMENTS QUESTIONS, COMMENTS AND REPRESENTATIONS:

In the last item on the agenda of meeting residents were invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting and may not take part in the Parish Council meeting itself.

1. **APOLOGIES FOR ABSENCE – TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE – Cllrs Wells**

2. **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 member withdraws from the meeting room during the transaction of that item of business).
 None was declared.

Signed-----

Date-----

3. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETINGS DATED 6th July 2020.

These had been circulated, were amended, and signed as a correct record. **Clerk** to post on website

4. CLERK'S REPORT –

- Alteration of Minute from 1.6.20 – to reflect N and P cut for 4th May not 20th April. Chairman/Clerk to sign amended page
- Rabbits on playing field – email from GAZ – Gary Edwards – Council agreed to defer to next meeting as item had come in too late for this agenda.
- 'Ability' - Community Transport hoping to attend on 7.9.20 -
- Photos of recycling bags on Royal Oak car park sent in by resident. Cllr Wells had stated that she would have a word with the landlord.
Clerk to acknowledge resident's email.

5. DISTRICT AND COUNTY COUNCIL REPORTS – if available, **Clerk** to contact Cllrs Clarke and Brown to see if they ok and invite them to next meeting.

6. INTERNAL AUDIT REPORT FROM TINA CHARTERESS, NCALC

The Clerk has circulated information on the types of committee, sub-committee or working groups as requested by Council. Terms of Reference to be agreed by the Parish Council.

No response yet to the Chairman further to his email to the auditor. Clerk recommended that a meeting should take between PG and PC. Requires face to face meeting. A discussion took place relating to the comparison between the 2016 and 2017 constitution.

Clerk to send information on different types of committees to Ann North.

7. RE-OPENING OF PLAY AREA FURTHER TO COVID 19 CLOSURE–

The Chairman reported that he had arranged for signs for the Play area. Council agreed the purchase of signs - for use of area - £60, Emergency sign - £120. Invoice to be sent to Clerk for next meeting.

8. REPAIRS TO PLAY AREA –

- Quotes for repairs have been obtained from 3 companies. Council resolved which supplier should carry out repairs in accordance with Annual Inspection from Wicksteed Leisure.
- Chairman reported on costings for replacement of safety surfacing under swings further to extraordinary meeting held on 27.7.20. It was agreed to exceed budget figure for play area and spend a total of £4380 on both the equipment repair and the renewal of the safety surfacing. (Wicksteed had advised not doing a repair involving a surface over the old one.)

Deck 1 440

Deck 2 400

Signed-----

Date-----

Chute 1920
£2760

Plus the cost of matting – £1260 and £360 for Multiplay unit - to sand down the timber upright posts and stain.

9. **RAIL FREIGHT TERMINALS –**

- **Rail Central – no update**
- **Northampton Gateway – Report from attendance by Chairman at Preliminary meeting of the Northampton Gateway SRFI Community Liaison Group - 22nd July, circulated. Next meeting in October.**

There will be a community fund until every warehouse is occupied to go some way to 'address' issues open to Roade, Blisworth, Milton Malsor and Collingtree.

- This group will be the forum for dealing with issues to do with construction traffic issues.
- Chair advised councillors to look at Oxalis website for information.

10. **CHAPEL LANE – No update.**

11. **EMPLOYMENT OF CLERK –** Council to discuss the adoption of NCALC model grievance and disciplinary policies and the performance policies.

Council agreed to adopt these policies and will continue to look into Contract of Employment and Job Description.

12. **PLANNING –**

Planning Register at 29.7.20 and PC to decide on a consultation on Application No. S/2020/0369/LBC, Crieff House, Stoke Road – no objections raised from PC. **Clerk** to submit to SNC.

Proposal Retrospective application for two storey rear extension, changes to rear fenestration and new single storey glazed link to the rear. Clerk had obtained extension until 5th August.

SMS – Planning Application – Clerk awaiting response from Mr Winterbottom, Planning Officer about type of cladding to be used.

13. **FOOTPATHS (Rights of Way) –** Reports of any problems - none

14. **LIGHTING –**

Reporting of faults.

Lights reported/ to report: No 15 on Buttmead near RD 2 is on all the time. Clerk to report.

15. **STREET LIGHTING IMPROVEMENTS**

- **Responses from E-on, and Zeta circulated.** (Clerk had checked with Auditor about circulating response and as expected the envelopes should have been opened in accordance with the Council's Financial Regulations)

Signed-----

Date-----

- Confirmation received that High Street is not included in inventory.
 - Clerk to continue pressure with WP and get AM to produce an up to date spread sheet.
 - **Clerk** still to confirm that Ladyfield is not included in billing from E-on.
 - **Clerk** to get information on Salyx – loans (NCALC) and information from Gayton PC about how it went about its own lighting project–
 - **Clerk** Look into contracts over £25000 and what is required by Financial Regulations.
16. **CLOSED CEMETERY** – Council to address the issue of the collapsing wall into garden of a High Street property.
Require quote for repair. Cllr Field reported that if the cost is below £1500 PC does not need to consult with Diocese. **Clerk** still to get quotes for and epicural growth – work to be done in the Autumn. **Cllrs Billing and Gardner and Clerk** will meet on 4.8.20 and see what work is required both to the wall and the ground. This information will be brought to the next meeting if work is not required to prevent immediate danger. This item will go on the next meeting.
17. **Neighbourhood Watch Scheme**
- Updates from Richard Akers circulated
18. **HIGHWAYS**
- Clerk to receive any issues which should be reported.
 - Pond bank residents have requested a ‘Slow Children’ sign – **Clerk** to ask Helen Howard how much it would cost and whether it would be advisable.
 - Clerk had obtained costs for new dog bins for Stoke Road:
25L (+post) - £135, 35 L (+post) - £200. (advised by contractor that 50 L would be excessively large) . The PC agreed to purchase a 35 L bin + post and **Clerk** to order and **Clerk** to get quotes from Sam Linnell and Les Carter for installation.
 - Pavement to A43 from Pynus Cottages overgrown. **Clerk** to report
19. **PARKING ISSUES IN PONDBANK AND SUGGESTIONS AS TO HOW TO RESOLVE THEM**
This was deferred to next meeting
20. **SPEEDING ISSUES – COUNCIL TO CONSIDER PROBLEMS PARTICULARLY IN COURTEENHALL ROAD FURTHER TO REQUEST FROM RESIDENTS – consider re-visiting Speed watch project.**
- Pond bank residents have requested a ‘Slow Children’ sign – **Clerk** to ask Helen Howard how much it would cost and whether it would be advisable.

Signed-----

Date-----

PC considered traffic calming needed if any impact on speeding to be made.

Clerk to contact Helen Howard for a walk round the village to discuss possibilities.

Clerk suggested Speed watch – 10 volunteers required.

Cllr Field suggested moving the VAS machine around and traffic data could be collected. More posts should be installed for this purpose. Cllr Field will speak to Dave Dalton to ask him about the optimum sites for VAS devices.

It was suggested that the PC request data from the volunteer who is maintaining the VAS device on Towcester Road.

Cllr Bunker to contact Graham Juffs to see if Speedwatch could be explored.

21. **GRASS CUTTING** – Council to consider grass cutting of 2 areas in Courteenhall Road. Clerk had met with N and P to discuss.

Opposite Business units in Courteenhall Road - Cllr Goss reported that this has been cut but stopped short of 30 mph.

Clerk to request that N and P to cut it as it is within the 30 mph zone.

Outside 39 Courteenhall Road – request by resident to cut bank. Clerk and Grass contractor had looked at area and it was planted with shrubs and on the bend just before the school where it would not be safe to use a mower. **Clerk** to find out who planted the bank.

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

IN:

- i. NCALC Updates and Covid 19 bulletins circulated
- ii. SNC - South Northamptonshire Local Plan Part 2 - Adoption
- iii. Request as to whether request had ever been made for dropped kerbs in front of Pynus Cottages, Towcester Road (Clerk has acknowledged email and responded that as far as the PC knew no such request had been made)
- iv. Use of garden as allotment – matter closed.
- v. SNC - S/2020/0735/LDE Blisworth Hill Farm - Further to PC comments received - building has been used by various companies for the storage of vehicles, party/events equipment and also tiling equipment.
- vi. Trevor Stainwright - "Blisworth post windmill' – enquiry for information on its history - Clerk had responded that she would bring it to this meeting. It was agreed that the **Clerk** to refer it to Hillary Spurier, from the Heritage Society
- vii. ACRE - Parish Councillors Network Event 28th July – 'Increasing the biodiversity of your Parish'
- viii. ACRE - Village Viewpoint - Summer Edition
- ix. SNC – Healthy Communities – Parish Update 27.7.20

OUT:

Signed-----

Date-----

- I. Landowner of hedge adjacent to Tunnel car park – request to effect a visual splay – has been cut
- II. Thank you letter to Nursery for supply of plants and compost for High Street planters
- III. NCC Helen Howard – parking on High Street + response as before
- IV. PKF Littlejohn - AGAR and supporting information
- V. VHPFA – completed questionnaire for use of hall
- VI. To councillors – For information - Committees/working groups of Parish Councils
- VII. To councillors – Good Employer’s guide

23. PARISH COUNCIL TO CONSIDER REQUEST FROM FOOTBALL CLUB’S PLAN FOR SUPPORT IN THE EXPLORATION OF A NEW CLUBHOUSE FACILITY -possibly applying for planning permission through the Parish Council. The Clerk reported that the Council can legally apply for planning permission. There could be administration costs for the Council to consider and transfer of permission to the Football Club if obtained could be an issue.

Mr Matt Goode was in attendance and stated that the cost of the application was in the region of £3300 and the PC would be able to get a 50% discount. It was agreed that he would find out if there were transfer costs. Clerk to check with Danny Moody at NCALC as Cllr Billing wondered whether it would be considered that the Parish Council was complicit with the plans for the Clubhouse. He stated that some residents had concerns about parking and access.

Mr Goode and Clerk to liaise on the matters raised.

24. ALLOTMENTS – 2 more enquiries for allotments. £110 rent banked. and £300 rent received for Parish field, also banked.

25. FINANCE (Internal Audit Report – see item 7 above)

i) Payments – for approval:

Name	Details	Amount £	VAT	Total	Chq
E-on	Supplies – Ap-Jun	1267.40	253.48	1520.88	861
V Hartley	Salary for July	646.90	-	646.90	862
HMRC	Tax for above	10.60	-	10.60	863
N and P-	Invoice 3494+3496 Grass 13 th &27 th July	1085.00 (inc £5 for chq)	216.00	1301.00	864
SNAST	Annual sub	20.00		20.00	865

- **Monthly Standing orders for Wifi - £8.00, direct debit for Website - £8.39 and Anglian Water £54.50**

Signed-----

Date-----

ii) Other financial items for report:

- Completed Mandate form – returned to bank (acknowledged)
- Clerk has submitted VAT return for the Council for the year end 31.3.20. - £3,208.48.
- Internal control update – Cllr Bunker, ICO reported:
This month's financial checks have been carried out, and only two items remain outstanding.

1 - approval of all regular standing order and direct debit payments for the year.

2 - retrospective approval of a payment from May-19 for a slightly larger amount than originally approved.

- Awaiting further information from auditor on Progress Group governance
- Bank Reconciliation:

Current Bank Balance at 24.7.20 -	£52086.30
Less payments (above)	(£3550.27)
Plus receipts	<u>£410.00</u>
Actual balance	£48,946.03
- On line banking – next agenda.

26. FUTURE AGENDA ITEMS AND COUNCILLORS COMMENTS

Update on Action List and projects – Clerk to add to agenda

MF – 64 Pondbank – concern raised that applicant is not adhering to Conditions of planning app. Clerk/ Cllr Billing/Cllr Gardner to contact enforcement team and obtain photos.

27. DATE AND TIME OF NEXT AND FUTURE MEETINGS – September 7th 2020

Clerk to look into various options for meeting format

28. PUBLIC SESSION

- D Snapes could look at cemetery wall
- Weeds and cracks and weeds on Stoke Road Could it be strimmed by N and P as part of remit.
- Potholes due be done within 6 months
- The possibility of the PC employing a Handyman was discussed.

Meeting closed at 11.15pm

Signed Date

These minutes can be found on the Blisworth Parish Council Website

Signed-----

Date-----

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Received</u>	<u>Status</u>
<u>S/2020/1177/TLN</u>	Blisworth Football Supporters Club Courteenhall Road Blisworth Telecommunications Mast 68305 NN7 3DD	Notification of installation of electronic communications to add 3no new antenna at 16m and junction boxes, RRU modules, small diplexer.	10/07/2020	10 - No Observations
<u>S/2020/1134/AGD</u>	Buttermilk Hall Farm 60 Stoke Road Blisworth NN7 3DB	Determination as to whether prior approval is required (under Class A of Part 6 of the above Order) for the erection of an agricultural building in respect of: the siting, design and external appearance of the building	06/07/2020	4 - Consultations Despatched (1-10)

On this agenda - Application No. S/2020/0369/LBC, Crieff House, Stoke Road

Proposal Retrospective application for two storey rear extension,

changes to rear fenestration and new single storey glazed link

to the rear – no objections

Signed-----

Date-----