



# BLISWORTH PARISH COUNCIL

## Minutes of the Virtual 'Meeting' 5<sup>th</sup> October 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 Hawkins**  
**Cllr Goss**  
**Cllr Wells**  
**Cllr Gardner**  
**Cllr Billing**  
**Cllr Field**

**Clerk - Viv Hartley**

**3 members of the public was present – Ann North, Secretary to the Progress Group, Cllr Clarke, SNC and Lynn Hinch from Ability.** 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.

### **Lynn Hinch from Ability – a not for profit Community Transport group.**

Lynn gave a presentation and information about Ability which receives SNC funding and is expanding its services across Northants. It takes a minibus around the County in an effort to prevent isolation – particularly important during the pandemic. It covers local towns and supermarkets. Individuals register and then can pre-book a seat. Social distancing measures, masks and hand sanitiser guidelines are followed. People can be picked up from their home. Concessionary bus passes can be used. Lynn agreed to send information for circulation.

**1. APOLOGIES FOR ABSENCE – TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE – none was received.**

**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.

**3. RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETINGS DATED 7<sup>th</sup> September 2020.**

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

**4. CLERK’S REPORT –**

- Attendance at LGR meeting run by NCALC (18.9.20)
- Visited AGM for NCALC on Health and Well being
- Other items on agenda

**5. DISTRICT AND COUNTY COUNCIL REPORTS – if available**

**Cllr Clarke:**

- i) Advised Council on availability of grants to make homes more energy efficient. Applications can be made on line for vouchers for two thirds of the cost up to £5000.
- ii) Covid 19 – payments available to those who have to self isolate
- iii) Nominations for Best Individual new Home award have been received.

**6. CLERK’S EMPLOYMENT – Council to consider formation of working group to address clerk employment. To discuss Terms of Reference which have been circulated.**

The Chairman spent a long time explaining that the PC are keen to ensure that it is operating as a good employer, and that in order to achieve this objective, it needed to make sure that required processes and documentation are in place. An HR committee and the use of an HR consultant have also been suggested by NCALC.

The Terms of Reference were adopted by the Council further to a vote. All were in favour except for Cllr Field who abstained.

The Clerk reminded the Council that there was a Contract of Employment and Job Description in place which governed her work and job content and asked why the Council does not see this as fit for purpose.

The Chairman had circulated information on a company which the Council would employ to manage their human resources for £100 per month. The Clerk advised the council that payment to this company would represent 15% of her salary. She also advised the Council that the proposal to use the company would have to go on an agenda. It was agreed to hold a Human Resources Committee meeting

## **7. USE OF A HANDYMAN**

**Council to create list of names provided by Councillors/clerk so that clerk can check whether they meet Insurance requirements. Clerk to clarify Insurance requirements.**

Names were put forward. Clerk re-iterated that anyone working for the Council must have sight of their Public Liability Insurance and depending on the task certain certification/licencing.

**Clerk** (with assistance of **Cllr Billing**) to document all requirements (including insurance) when using a handyman.

## **8. STATUS OF PROGRESS GROUP - The Clerk has circulated information on the types of committee, sub-committee or working groups as requested by Council. Type of group and Terms of Reference still to be agreed by the Parish Council.**

Chairman had written to Progress Group – this had been circulated and is awaiting response for response by the Progress Group.

## **9. REPAIRS TO PLAY AREA – Update on latest position**

Work completed on agreed works. Seat requires weather treating. Awaiting to hear whether Grand Union Homes grant has come through. Thanks to Chairman for getting work done. Matting under swings looks good.

## **10. RAIL FREIGHT TERMINALS –**

- **Rail Central – update**
- **Northampton Gateway –** Liaison groups meetings been taking place. Chairman to attend Liaison Group meeting tomorrow and will circulate presentations.

## **11. CHAPEL LANE – Update on building if any - none**

## **12. PLANNING –**

- Committee meeting held on 1.10.20 for Application S/2020/0930MAO (land to rear of Station Road) Clerk had submitted oral and written statement – since been refused. Awaiting reasons why it was refused and unsure whether it will go to appeal. Cllr Clarke had spoken at meeting.
- Northampton Road development – no committee date set yet. A draft report is available within SNC. Still on-going. Cllr Clarke will check on progress of application.
- Planning Register at 29.9.20 – see adendum
- Planning Application S/2020/1549/FUL – The Council agreed that it had no objections to this application. **Clerk** to submit comment to SNC.
- Planning Enforcement re Blisworth Tunnel Narrow Boats Ltd, Mill Wharf Gayton Road Blisworth NN7 3BN - terms of the Section 215 Notice have been complied with to Enforcement satisfaction. Case closed. (30.9.20)  
Thanks to Cllr Hawkins and Clerk for pursuing this.

## **13. FOOTPATHS (Rights of Way) – Reports of any problems**

**14. LIGHTING –**

Arrangements for reporting of faults.

**Lights reported/ to report:**

- Clerk has requested repair of the streetlight number 49, NN7 3EF, (Blisworth Arm)
- Reported PL 59, Courteenhall Road

**15. UPDATE ON BILLING QUERIES WITH WESTERN POWER**

- Clerk and Cllr Bunker have sent details of latest replacements/light work done by Aylesbury Mains since 2017. Awaiting response.
- G.U. Homes – Clerk has enquired as to whether the development in Ladyfield is Parish responsibility. Cllr Gardner is in correspondence with residents to see if they know who shared ownership is with.

**16. STREET LIGHTING IMPROVEMENTS**

- **Salix Finance information circulated** - <https://ukenergylighting.co.uk/salix-finance/>
- NCALC information on Electricity Buying Group for Parish & Town Councils circulated.

Cllr Bunker - In theory still possible to obtain a Community Grant for lighting from SNC.

**Clerk** to send steps required to form tenders which could go over £25,000.

**17. CLOSED CEMETERY – update from Cllr Billing**

Cllr Billing reported work required on trees and has requested quotes. This has a direct effect on addressing the collapsing wall into garden of the High Street property as adjacent tree requires work to be done. So wall will have to be dealt with after the trees.

**18. NEIGHBOURHOOD WATCH**

- Updates from Richard Akers circulated.

**19. ALLOTMENTS**

**Correspondence received concerning allocation of plots. Clarification and action required.**

- Clerk has written to tenant regarding bonfires on allotments informing them of Tenancy Agreement in relation to bonfires. She had received an apology.
- Cllr Billing – reported that no plots available at present. It was agreed at his suggestion that some of the communal area be converted into 1 or 2 plots. The school may want a plot in future and it was agreed this should be allocated in preference to someone outside the village. It is going to
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work on pond within its grounds during the present time. He had advised the owner of 5 plots that they must be tidied by Christmas.

## 20. HIGHWAYS

- to receive reports for Fix my Street (NCC)
- Clerk had written to Progress Group – Paulette Kennedy to inform her that PC has agreed to the installation of the 2 new planters with fixings for £45.

**21. SPEEDING ISSUES** – Parish Council to decide dates for walk round village to consider VAS devices with NCC Steve Barber. Details of re-furbished TruSigns had been circulated. Suggested putting data collectors at strategic points.  
Cllrs Wells and Goss also want to be involved. **Clerk** to arrange date with NCC.

**22. GRASS CUTTING** – **Clerk had written to contractor re grass cutting as instructed.** Chairman to report on recent meeting with contractor concerning specific areas of the village. Council to agree requirements.  
Further to discussion, Council agreed that **Clerk** write again to N and P and request sight of the Risk Assessment for Courteenhall Road, and Stoke Road to the entrance to Stoneworks to demonstrate what is necessary to carry out the task. Council agreed to allow for chance to respond.

## 23. COMMUNICATIONS (not mentioned elsewhere on the agenda)

### IN:

- i. NCALC Updates and Covid 19 bulletins circulated
- ii. SNC Review – circulated. (useful content on grants etc)
- iii. NCC - Northampton Local Cycling and Walking Infrastructure Plan consultation (on website)
- iv. NCC - COVID-19 in Northamptonshire - Community Engagement
- v. Parish Maintenance – for information
- vi. NCC - South Northamptonshire Landscape Character Assessment – Clerk had circulated information further to consultation on 23.9.20.

### OUT:

- i) Allotment tenants – various
- ii) Gary Edwards - Rabbit fencing on football pitch advised to contact resident to deal with rabbits.

## 24. PARISH COUNCIL TO CONSIDER REQUEST FROM FOOTBALL CLUB'S PLAN FOR SUPPORT IN THE EXPLORATION OF A NEW CLUBHOUSE FACILITY – Comments received and circulated further to R and A consultation.

The main comments/issues received by the PC were parking, access and lack of integration with the village/residents.

Cllr Wells – stated that the PC should work with club to resolve the issues. The club could be beneficial to village. Parking is an issue – could pub be approached?

Deed of Variation just about to be signed.

It was agreed that the PC does not want to submit the application on behalf of the Football Club. Cllr Bunker to write to Matt Goode that this was the case. PC now to await for Planning Application to be submitted by Club.

## 25. FINANCE

### i) Payments – for approval:

Name	Details	Amount £	VAT £	Total £	Chq
A North	R and A, inv 4	62.00		62.00	934
B Osborne	Pay roll June – Sept	66.00		66.00	935
V Hartley	Salary for Sept	733.30	-	733.30	936
HMRC	Tax for above	32.20	-	32.20	937
N and P-	Invoice 3569	545.00	108.00	653.00	938
Aylesbury Mains	PL 15, Buttmead repair	£ 69.60	£ 13.92	£ 83.52	939
Mr Hennessy	VAS battery	41.99		41.99	940
N and P Garden Services	Inv 3595	545.00(includes £5 chq fee)	108.00	653.00	941
Blisworth CP School	Crossing Patrol	£1200.00		£1200.00	942
Reids Playground Maintenance Ltd	Play area repairs	4460.00	892.00	5352.00	943

- **Monthly Standing orders for Wifi - £8.00, direct debit for Website - £10.80 and Anglian Water £65.00 (see below)**

#### Other financial items for report:

- Internal control update – Cllr Bunker
- Bank Reconciliations:  
**Current Bank** Balance at 24.9.20 - £ 70771.16  
Less payments (above) (£2325.01)  
Outstanding cheques (747.50)  
Actual balance **£67,698.65**

50% precept received on 14.9.20 £20815.00

#### Deposit Account

Balance at 31.7.20

**£5118.23**

441

- Update on Online banking – Clerk has contacted Lloyds bank who are not opening new accounts due to Covid 19.
- Council agreed correction of May 2019 minutes - error in payments by £24.52, Cheque 762 to NCALC (the correct figure was actually paid - £846.40-821.88 = £24.52)
- Council to agree standing orders payments for for Wifi - £8.00, direct debit for Website - £10.52 and Anglian Water £65.00

## **26. FUTURE AGENDA ITEMS AND COUNCILLORS COMMENTS**

Update on Action List and projects


## **27. DATE AND TIME OF NEXT AND FUTURE MEETINGS – November 2<sup>nd</sup> 2020**

## **28. PUBLIC SESSION**

- Bank by Canal car park has been trimmed.
- Fix my Street - Blisworth sign of A508 is obscured
- A North offered to help with formation of Contract for grass cutting

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

**DRAFT**

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Received</u> 	<u>Status</u>
<u>S/2020/1549/FUL</u>	4 Greenside Blisworth NN7 3BY	Single storey rear extension	16/09/2020	4 - Consultations Despatched (1- 10)
<u>S/2020/1596/COND</u>	Buttermilk Hall Farm Stoke Road Blisworth NN7 3DP	Condition 5 [Archaeological Reports] Application for approval of details submitted pursuant to condition 5 of planning permission S/2020/0585/FUL [Change of use and conversion of agricultural barns to form two dwellings - Amendment of Planning Permission S/2016/1104/FUL - (Change of use and conversion of agricultural barns to a single dwelling)]	15/09/2020	4 - Consultations Despatched (1- 10)
<u>S/2020/1597/COND</u>	Buttermilk Hall Farm Stoke Road Blisworth NN7 3DP	Condition 6 [Landscaping Scheme] Application for approval of details submitted pursuant to condition 6 of planning permission S/2020/0585/FUL [Change of use and conversion of agricultural barns to form two dwellings - Amendment of Planning Permission S/2016/1104/FUL - (Change of use and conversion of agricultural barns to a single dwelling)]	15/09/2020	3 - Case Officer Allocated (1- 10)

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