

## **BLISWORTH PARISH COUNCIL**

Address: 8 Compton Way, Earls Barton, NN6 0PL

Email: [blisworthparishcouncil@gmail.com](mailto:blisworthparishcouncil@gmail.com)

Website: <https://parish.blisworthvillage.org>

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**(DRAFT)**

### **Minutes of the Meeting of Blisworth Parish Council held on Monday 1 March 2021 7.30 pm.**

**Present:**

- Cllr S Billing
- Cllr S Bunker, Vice Chairman
- Cllr M Field
- Cllr C Gardner
- Cllr A Goss
- Cllr J Hawkins
- Cllr C Read, MBE
- Cllr T Wells
- Cllr D Wilson, Chairman

**Also present**

- Gillian Greaves, Parish Clerk
- Cllr S Clarke, District Councillor
- 1 Member of the public

Due to the Coronavirus Pandemic the meeting was held virtually.

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1. To receive apologies. None.
2. To receive and approve for signature the minutes of the Ordinary meeting held on 1 February 2021. The minutes of meeting held on 1 February 2021 were approved as a true record of the meeting and signed by the Chairman.
3. To note any matters arising from the minutes not included on the agenda for report only. None.
4. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllrs Gardener and Hawkins declared an interest in 12c.
5. Public Session:
  - a. Members of the public. Ann North asked if the step edges sited near the fence/noticeboard on Westcott Way would be painted white as part of the works to the fence/noticeboard. Ann North reported that she would contact South Northants Council to follow up on the Blisworth Housing Needs Survey and copy Cllr Clarke into the email.
  - b. Councillor Reports. Cllr Clarke reported that the bridge repairs at the Sun, Moon and Stars was proceeding and the works would be completed by 17 May 2021. The works have in fact been completed with just the traffic and pedestrian management still in situ. Planning enforcement – a resident in Station Road has reported an untidy industrial area in the Station Road area and this is being investigated by South Northants Council, Planning Enforcement Team. Two further sites in the area are also being investigated. Cllr Clarke updated on the local government reform – South Northants Council is winding up for year end and to transfer assets etc., to West Northants Council in readiness for 1 April 2021. Parish Council update is due but not published.
6. Response to issues raised in the public session. The Chairman responded that the painting the step edges would be included in the works but not at the same time as the works for the fence and noticeboard.-
7. To receive Clerks reports and agree actions. The Clerk reported that West Northamptonshire Council was running an Elections Briefing on 3 March for candidates and their agents. Census information was available that gave guidance on how people can complete their Census return on 21 March.
8. Closed cemetery - update from Cllr Billing.

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- a. To approve contractor and budget for tree works. Cllr Billing reported that the works in the cemetery had been carried out satisfactorily. The Chairman advised that the contractor and budget had been approved at a previous meeting.
  - b. To agree further tree maintenance works and request quotations. Cllr Billing reported that the wall in the cemetery required remedial works. The Council noted it would be mindful of any requirements to seek permission of the Diocese to undertake works in the cemetery. Cllr Billing agreed to work with the Clerk to obtain an assessment of the condition of the wall and prepare a specification prior to getting the necessary quotations from suitable contractors.
9. To consider training requests & updates.
- a. Council training plan. The Chairman reported that Northants CALC had circulated a training programme and encouraged Councillors to consider their training requirements.
  - b. Training Requests: The Council approved the following training sessions at a total cost of £150.00.
    - i. Clerk – Year end and audit (Northants CALC).
    - ii. Cllr Read – Off to a flying start, Planning Nuts & Bolts & Code of Conduct (Northants CALC).

10. Finance & Administration

- a. Banking update – Clerk to update on the banking situation. The Clerk reported that she had contacted NatWest to discuss the Council’s bank accounts and had been informed that all the Council’s instructions had been implemented, but it had not been possible to ascertain if this was the case and further checks were required. A statement for the Council’s current account from November to February had been sent from NatWest to the Clerk. The statement included an entry for bank charges and the Clerk would request an explanation from the bank. The Clerk had circulated the application form and list of ID requirements for Unity Trust Bank to Councillors however, since the February meeting, there has been uncertainty whether those named signatories were still prepared to do so. No further progress can be made on opening a new account until this matter is resolved. Cllr Bunker recommended that the Council consider an additional bank account to the Unity Trust Bank account to be opened or the NatWest account retained as a contingency, he will investigate and report back.
- b. Approve increase of monthly payroll charges from April 2021 from £22.00 to £22.50. Noted.
- c. To note receipts and approve payments – The Chairman proposed that the Council note the receipt and approve the payments, seconded by Cllr Bunker and the Council **Resolved** to approve the payments.  
Receipts: 1 February 2021 Northants County Council, Urban Grass Mowing Grant £771.88.

Payments:

CH/D D	Payee	Purpose	Amount (VAT)
2988	G Greaves	Clerk’s February Salary £576.69	£576.69
2989	G Greaves	Clerk’s February Expenses: Stamps £7.92, Mileage £11.70, Zoom Licence £14.39, Clerks Jan-Mar office accom/ broadband, phone £30.00	£64.01
2990	HMRC	Clerk’s February PAYE	£144.20
2991	Complete Ground Management Ltd	Blisworth Cemetery Tree works Invoice 6617	£2,040.00 (£340.00)
2992	Northants CALC	Off to a Flying Start Invoice 0870 £44.00 Year-End Accounts & Audit Invoice 0916 £30.00	£74.00
2993	Personnel Advice & Solutions Ltd.	Personnel Advice Jan & February invoice 2598	£240.00 (£40.00)
2994	Zeta Specialist Lighting	2nd tranche of streetlight project	£13,009.44 (£2,168.24)
2995	Simon Bunker	Website Hosting (IONOS) fees Dec 20 – Mar 21	£43.20 (£7.20)
2996	Shire Lumsden Ltd	Round & About Leaflets invoice 22084	£125.00
DD	Waves	Water utilities	£88.00
2996	G Greaves	Clerks Salary March	Tbc

2997	HMRC	Clerks PAYE March	Tbc
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11. Rail freight terminals – the Chairman to update. Nothing to report, next meeting in April.

12. Planning & Development:

- a. To consider the Housing Supplementary Planning Document (Draft for Consultation). No further comments.
- b. To consider response to request for update on Neighbourhood Plan. The Council have received a request from South Northants Council for an update on Blisworth's Neighbourhood Plan. The Council discussed the background to neighbourhood planning and the resources required to undertake such a project. There has been no further progress since the previous update to South Northants Council. Cllr Read agreed to research the subject further and investigate if it was possible to join up and collaborate with nearby parishes.
- c. To consider the following planning applications:

S/2021/0076/FUL	18 Windmill Avenue Blisworth NN7 3EQ	Single storey side and rear extension. Resolved: no objections and no observations.
S/2021/0095/FUL	Buttermilk Hall Farm Stoke Road Blisworth NN7 3DP	Variation of condition 16 (Enclosures) of S/2020/1947/FUL (Variation of condition 2 (plans) condition 6a (Tree protection) S/2019/0518/FUL (Demolition of an existing barn) Resolved: no objections and no observations.
S/2021/0144/PC	Old Blisworth STW Northampton Road Blisworth	INFORMATION ONLY - Northamptonshire County Council consultation for the proposed construction of an inert waste recycling facility (20/00076/WASFUL) Noted.
S/2021/0165/FUL	Northants County Council Blisworth County Primary School Courteenhall Road Blisworth NN7 3DD	To erect the school's motto in silver letters to the front of the school building. Resolved: no objections and no observations. The Council commented that they wholeheartedly supported the applications.

Cllr Read reported that he had received a response to his enquiry to South Northants Council about the changes in policy relating to consultation with neighbours on proposed planning applications. The Clerk was asked to write formerly to both South Northants Council and Northamptonshire County Council on behalf of the Parish Council on this matter.

13. Street lighting project update from Cllr Bunker. Cllr Bunker updated on the street light project. All new lanterns have been installed apart from those lights that require works to be carried out by Western Power Distribution. Zeta have retained £3,000 to be invoiced once the works are finished. Cllr Gardener and Billings had checked the works and a final inspection would be carried out once the project was completed. Additional work has been identified as requiring urgent attention to the light opposite arm farm cottage as the DNO box has no cut off. The cost of this work is £ 625.00 excluding VAT and will be an item on the April agenda. Cllr Bunker recommended that the Council take up the matter with the Council's previous contractor and the Council agreed.
14. To note termination of Electricity Supply Agreement with E-ON and consider renewal options/action. The Clerk reported that the Council's current electricity arrangement with supplier, E-ON was due to end on 8 April 2021, after which the tariff would revert to their standard terms. Once the new streetlighting project has been completed and the inventory updated the Council could test the market for the best rate.
15. Police & Neighbourhood Watch Scheme update from Cllr Read; separate report circulated. Cllr Read reported that he had attended the recent briefing session held by the Northants Police which he found highly informative. The new planned working arrangements will enable the parish council to better liaise with the local policing team.
16. Village Maintenance & Open Spaces:
  - a. Allotments.
    - i. National Allotment Week. Noted, noted, no further action.

- ii. School Allotment update. The school representatives were meeting Cllrs Gardener and Billing at the Allotment to survey the site and decide which plot would be the most appropriate. Plans were being developed to work with the community to help with watering and other support.
- b. Footpaths (Rights of Way) update from Cllr Goss.
  - i. Definitive Map Modification Order response. Cllr Goss reported that she had contacted Grand Union Housing Association to request clearing of the footpath (RD4) at Greenaway. The issue had been reported on *Fix my Street* and the works had been completed. Cllr Goss suggested that the pathway would benefit from a dog waste bin. Cllr Goss advised that she intended to contact Helen Howard, NCC to request the footpath is repaired. The Council discussed if this path should be put forward to Danny Moody, NCALC for a TRO and agreed to enquire what was involved. The Clerk to investigate.
- c. Grit bins, Clerk to report. The Clerk reported that she had contracted NCC, Highways to establish if they would recommence maintenance of the grit bins but this was declined. The Clerk had obtained prices for a contractor to top up the grit bins. Further prices will be sought and reported back to the Council.
- d. Bins/dog waste bins.
  - i. To consider a request from a member of the public for new dog waste bin. Cllr Read has produced a location map which includes dog waste bins in Blisworth and will undertake a review to identify areas used by dog walkers but have no dog waste bins. This information will inform where new bins could be situated.
- e. Noticeboards.
  - i. To consider the quotations and budget for repairs to the fencing and noticeboard at Westbrook. Cllr Billings had obtained two quotations for the works and proposed the Council accept the quote from G Dunkley Outdoor Services for £970.50, seconded by the Chairman and the Council **Resolved** to approve the quotation and budget. The Clerk will issue a purchase order.
- f. Play area.
  - i. Signage update - clerk to report. The Clerk reported that she had carried out a site visit to the play area and the Council will need to consider what information to have on the sign. The Clerk to meet with the Chairman to agree this information so that a specification can be produced to obtain quotes.
  - ii. Monthly safety inspection report – Chairman to report. The Chairman reported that he had undertaken the visual inspection and had noted the wooden bench in the play area requires urgent attention, this bench will be taped off as not safe for use. Cllr Wells asked if the Council could consider not just repairing the bench but also have it renovated. The Clerk will seek quotes to repair and renovate the bench.

#### 17. Highways:

- a. Liaison with Highways.
- b. Traffic Issues:
  - i. Speeding – update. The Chairman reported that he was still waiting for Highways to provide the quotation for the pole for the VAS on Courteenhall Road. The Clerk was asked to write to Mr Hennessy to relay the council's instructions for the Towcester Road VAS. The Council agreed that it should apply to join the "20mph trial advisory signs scheme" once it starts.
  - ii. Road works – update. The Chairman reported a planned road closure in Stoke Road to undertake repair works to the bridge. The works to commence on 8 March and last for 5 days.
  - iii. Parking issues around Pond Bank – update Cllr Wells reported that she was continuing to monitor the parking issues. Cllr Wells reported that once the new policing team were in place it might be an opportunity to seek their advice on how to tackle the parking problems especially parking on the pavements and grassed areas.

18. Councillor Responsibilities - Clerk to report. A template had been circulated prior to the meeting and Councillors were encouraged to consider what areas were willing to sign up to.

#### 19. To adopt the following policies:

- a. Standing Orders. Approved.

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- b. Financial Regulations. Approved.
- c. Financial Management & Risk Assessment. Cllr Bunker reported that this would need further work to take account of the Internal Control procedures. It was agreed to defer for three months.
- d. S137 Grant Policy & Application Process. Cllr Bunker explained the process and timetable of the grants policy. Funds previously paid to local groups and organisations will now have to go through the Council's grant process. There are two applications for grant that have been received by the Council prior to the review and have been held in abeyance until the S137 grants policy had been reviewed. Cllr Bunker recommended that the two organisations were permitted as an exception to apply for grant in in time to be considered at the April meeting.

The Council **Resolved** to adopt policies at a, b & d and defer c.

- 20. Agree a process and timetable to review Asset Register. Cllr Read and the Clerk to produce a draft for the Council to consider at the April meeting.
- 21. To receive reports from councillors, present at the meeting. None received.
- 22. To agree the date of next meeting Monday 12 April 2021. Noted.
- 23. Close. The meeting closed at 22.22pm