

## 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 Annual Meeting of Blisworth Parish Council held on Thursday 20 May 2021 7.30 pm in Blisworth Village Hall.

**Present:**

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

**Also present**

- Gillian Greaves, Parish Clerk
- 1 Member of the public

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1. Election of Chairman and Declaration of Acceptance of Office. Cllr Bunker nominated David Wilson as Chairman for 2021/22, seconded by Cllr Field, all in favour and Cllr Wilson was duly elected Chairman. Cllr Wilson signed the Declaration of Acceptance of Office.
  2. Election of Vice Chairman. Cllr Hawkins nominated Cllr Bunker as Vice Chairman for 2021/22, seconded by Cllr Field, all in favour. Cllr Bunker was duly elected Vice Chairman.
  3. Co-option of Parish Councillors. Steve Billing had approached the Clerk regarding the vacancy for a councillor. Cllr Field nominated Steve Billing to be Co-opted on to the Council, seconded by Cllr Bunker and the Council unanimously **Resolved** to approve Steve Billing to join the council.
  4. Apologies to be accepted. Apologies received from Cllr Goss due to personal commitments, the Council **Resolved** to accept the apologies.
  5. Declarations of Interest. Cllr Gardener declared an interest in item 15a.
  6. Councillor Responsibilities. The Chairman reminded Councillors to review the Councillor Responsibilities as previously circulated and make known any areas that they wished to represent the Council on.
  7. Approval and Signature of the minutes of the Ordinary meeting of the 26 April 2021. Deferred to the June meeting.
  8. To note any matters arising from the minutes not included on the agenda for report only.
  9. Public Session.
    - a. Reports from Unitary Councillors. None present, however the Clerk reported that Unitary Councillor Karen Cooper had contacted the Council to introduce herself and send apologies for this evening's meeting. Cllr Cooper is intending to attend the Parish Meeting.
    - b. Public. A member of the public reported that the Progress Group had not met recently. The group had done lots of good things in the village and has a pool of people willing to do things in the village.
  10. Response to issues raised in the public session. The Chairman reported that following public time from the April meeting; the key to the noticeboard sited on the wall of the village hall had been located and would be used to display parish council notices. The Chairman reported that the Council would work to identify grant funding opportunities and Cllrs Gardener and Field agreed to actively investigate the matter and report back to a future meeting of the Council. The church wall repair was raised as being a subject of a possible grant application or a claim against the Council's insurance. The remedial works for the wall were approved at a previous meeting of the Council and the contractor appointed but this will be reviewed for any further repairs or works.
  11. Communication:

*Please contact the Clerk for a copy of the signed minutes.*

- a. Northants CALC/MHCLG agree a response to Government consultation on future use of remote meetings  
Cllrs agreed to respond individually to the consultation.
12. Consider quotations to renew the Council's insurance which renews on 1 June 2021. The Clerk had obtained two additional quotes as well as the Council's existing providers renewal premium. Cllr Read undertook an analysis of the quotations and circulated a briefing paper separately prior to the meeting. **Resolved:** The Council accepted the quotation of £899.33 and approved BHIB Ltd., as the Council's insurer for 2021-22.
13. Consider and agree a resolution to appoint additional signatories to the Council's NatWest bank accounts. **Resolved:** The Council approved Marguerite Field and Colin Gardener as additional signatories on the Council's bank accounts with NatWest. The Clerk to organise the mandate information to be sent to the Councillors.
14. Finance & Administration
- a. Note receipts and approve payments listed below and include for consideration any payments that arrived after the agenda has been published. The Council discussed the grass mowing contract, terms and conditions relating to payment of invoices. It was agreed that the Council need to develop a comprehensive specification identifying all grassed areas that are the responsibility of the parish council. This information could be included in the mapping data base of parish assets. The Clerk will contact the Unitary Authority to establish if there are any mps of the verges etc., included in the urban grass mowing grant specification. The Clerk reported that a written request had been sent out to the Blisworth Scouts and Blisworth Football Club to pay their share of the water charges for 2020/21 and that the Scouts had made their payment. It was not clear if the Blisworth Football Club had made their payment as the Council's May bank statement would not be sent out until beginning of June. The Council discussed the issue relating to water charges and agreed to investigate the situation further and report to a future meeting.

**Resolved:** The Council noted the receipts and approved the schedule of payments listed below.

RECEIPTS			
Date	Payee	Detail	Amount
06/04/21	T P Ingram	Allotment rent 2021	£5.00
30/04/21	1 <sup>st</sup> Blisworth Scouts	Water Rates 2020/21	£50.00
PAYMENTS			
CH/DD	Payee	Purpose	Amount (VAT)
003009	G Greaves	Clerks Salary May	£576.69
003010	HMRC	Clerks PAYE May	£144.20
003011	Anglian Water (Businesses) Ltd	Outstanding Water charges 2020/21 Invoice 8847310	£1500.60
003012	BHIB Ltd.,	Council's Annual Insurance Premium	£899.33
003013	Zeta Specialist Lighting	Balance 10% retainer for DNO order no 5479	£3,252.36 (£542.06)
003014	N&P Gardening Services	Grass Mowing: Invoice 3731 £689.00 Late Payment Invoice 3732 £30	£714.00 (£ 119.00)
DD	Waves	Water utilities	£88.00
DD	IONOS	Website May fee	£10.80 (£1.80)

15. Planning & Development:

- a. Consider the following planning applications:

Application No	Location	Proposal
WNS/2021/0175/FUL	18 Westbrook Blisworth NN7 3EN	Demolition of the existing conservatory, creation of a single storey wrap around extension. <b>No objections, no observations.</b>
WNS/2021/0313/FUL	29 Connegar Leys, Blisworth NN7 3DE	2 storey extension, Dormer window added to front upstairs bedroom. <b>No objections, no observations.</b>

16. Traffic Management Working Group – consider establishing a working group for targeted work aimed at making improvements in traffic issues in Blisworth. The Council discussed the topic and decided to continue to collect traffic gathering evidence to support any action that may be considered in the future. A working group would be considered further when other priorities were understood.
17. Website working group – consider establishing a working group for targeted work to review the Council’s existing website and make recommendation for improvement. Cllrs Read and Wells agreed to work with the Clerk to review the Council’s current website and alternative providers, considering the requirements for parish councils to meet the website accessibility regulations (September 2020) and the role of social media.
18. Village Maintenance & Open Spaces:
  - a. Play area.
    - i. Monthly safety inspection report – Chairman to report. The Chairman reported that he had inspected the play area and had nothing to report.
    - ii. Annual Play equipment safety inspection – Clerk to update. The Clerk updated the Council and reported that an accompanied annual play equipment safety inspection had been ordered and Wicksteed Leisure Ltd., would contact the Clerk to arrange the visit which would include an assessment of the cradle swing.
    - iii. Essential repair to cradle swing. See 18 ii above.
19. Receive reports from councillors, present at the meeting. Cllr Hawkins thanks Cllrs Gardener and Billing for their help preparing the school allotment. Cllr Hawkins reported that she had taken part as a judge in a school “stories in a jar” completion, with pupils being awarded prizes of named trowels.
20. Agree the venue and date of the next meeting. Agreed the date of the next meeting of the **Parish Council** as **Monday 7 June 2021** at 7.30pm in the Village Hall.
21. Close. The meeting closed at 9.15pm.

Signed:  
Chairman

Date: