

BLISWORTH PARISH COUNCIL

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(DRAFT)

Minutes of the Meeting of Blisworth Parish Council held on Monday 7 June 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 D Wilson, Chairman

Also present

- Gillian Greaves, Parish Clerk
- District Councillor, Karen Cooper
- 1 Member of the public

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1. To receive apologies. Apologies received from Cllr Wells due to work commitments, the Council **Resolved** to accept the apologies.
 2. To receive and approve for signature the minutes of the Ordinary meeting of the Parish Council held on 26 April 2021 and the Annual meeting of the Parish Council held on 20 May 2021. The minutes of the 26 April 2021 were deferred to the July meeting subject to a further amendment. The minutes of the 20 May 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. None given.
 5. Public Session:
 - a. District Councillor Reports. District Cllr Karen Cooper reported that together with herself there were 2 other District Councillors, Adam Brown, and Ann Addison covering the Bugbrooke Ward. The District Councillors had agreed that they would best represent the Ward by each Councillor working with a group of parishes and District Cllr Cooper was nominated to be the main point of contact and attend future meetings of Blisworth Parish Council, subject to availability.
 - b. Members of the public. A member of the public reported that the large traffic sign at the end of the Courteenhall Road/508 junction was missing and had been reported on *FixmyStreet*. District Cllr Cooper agreed to take up this matter with the Highways Department as this is a road safety concern. There are several areas throughout the village with overhanging hedges affecting pedestrians.
 6. Response to issues raised in the public session. The Chairman agreed to produce an article in the next Round & About Newsletter to remind residents to keep their hedges etc., maintained where they affect the public highway and footpaths. Residents concerned about overhanging hedges affecting public footpaths etc., should report the matter via the Northamptonshire FixmyStreet website (<https://fixmystreet.northamptonshire.gov.uk>)
 7. To receive Clerks reports and agree actions. None.
 8. Clerk's additional hours of work – approve 4 additional hours work in respect of Annual Parish Meeting 28 May 2021. The Chairman reported that the Council had held four meetings in the space of a month and the Annual Parish Meeting had required the Clerk to work additional hours. The Chairman proposed that the Council approve the 4 additional hours pay, seconded by Cllr Billing and the Council **Resolved** the approve the 4 hours additional pay.
 9. To appoint Parish Representatives:

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

- a. Internal Control Councillor – **Resolved:** Cllr Bunker agreed to continue in this role.
 - b. Parish Path Warden – **Resolved:** The Council agreed to seek volunteers to take on the role of parish path wardens and will bring the matter back to a future meeting of the Council when they have anything further to report or nominate.
 - c. Parish Police & Neighbourhood Watch Liaison Councillor – **Resolved:** Cllr Read agreed to continue in this role with the support of Cllr Wells.
 - d. Strategic Rail Freight Interchange (SEGRO) Councillor Representative. **Resolved:** Cllr Wilson agreed to continue represent the Council.
 - e. Any other representatives that may be considered necessary. **Resolved:** no other roles were considered necessary at this time.
10. To appoint representatives to the following outside bodies:
- a. Blisworth Village Hall and Playing Fields Association (BVH&PFA) Cllrs Goss, Gardner and Field are the current representatives and all stated that they were willing to continue to represent the Council on the BVH&PFA. **Resolved** that Cllrs Goss, Gardner and Field be appointed as the Councils representatives on the BVH&PFA.
11. Adopt Following Documents:
- a. Financial Management & Risk Assessment Policy. Document previously circulated to Councillors for comment. **Resolved** to adopt the Financial Management & Risk Assessment Policy.
 - b. Human Resources Committee Terms of Reference.
 - c. Disciplinary Policy.
 - d. Grievance Policy.
 - e. Performance Management & Appraisal Plan.
- Items b, c, d & e documents circulated prior to the meeting. **Resolved** to adopt the policy documents on mass.
12. Appoint the Council’s Responsible Financial Officer. **Resolved** to appoint the current Clerk Gillian Greaves as the Councils Responsible Financial Officer.
13. Receive an update from the Internal Controls Councillor. Cllr Bunker reported that there were several main issues: Public liability – Condition of the closed cemetery wall and the need to obtain a survey report on the condition of the wall, Defibrillator, registration, access, maintenance contract. Business continuity, bank account signatories, absence of Clerk, Grass mowing specification and contract.
14. Bank reconciliation: to close accounts for yearend 31 March 2021. **Resolved:** The Council approved the yearend bank reconciliation, signed as correct by the Chairman.
15. Annual Return: receive the report from the Internal Auditor. The Internal Audit report was circulated prior to the meeting. The Council considered and noted the contents of the report. The Council agree to consider appropriate action in response to the internal auditor’s report. It was agreed to appoint the Chairman to draft a response to the findings for the Council to consider at its July meeting.
16. Annual Return: Consideration of the Annual Governance Statement. The Council view was that whilst it could answer positively to all of the points in the AGAR return, it acknowledged that this may contradict the view of the internal auditor. **Resolved:** to agree the Annual Governance Statement for 2020-21.
17. Annual Return: Consideration of the Statement of Accounts. **Resolved:** to agree the Statement of Accounts for 2020-21.
18. To note the commencement date for the Period of the Exercise of Public Rights. **Resolved:** to note the commencement date for the Period of the Exercise of Public Rights are 14 June – 23 July inclusive.
19. Finance & Administration
- a. Banking update on the banking situation. The Clerk reported that the action to add the two additional signatories to the Council’s bank accounts was still outstanding. The move towards opening an online bank account with Unity Trust Bank was also still outstanding – awaiting Councillors to agree to be signatories, provide the necessary documentation and able to access secure online banking.

- b. Cheque amount error – note correction. Cheque number 003007 was written out in error as £970.00 instead of £970.50. A further cheque has been issued to correct the £0.50p difference. **Resolved:** to note the correction.
- c. Uncashed cheque 2018-19 – approve adjustment to remove from accounts. An uncashed cheque (2739) for £30, payable to Blisworth Friendship Group had not been cashed as reported as lost. A replacement cheque had been issued. The accounts need to be corrected to reflect this adjustment. **Resolved:** to approve the adjustment to remove the uncashed cheque no 2739 from the accounts.
- d. Bank reconciliation as of 28 May 2021 – circulated separately prior to meeting. Deferred to the July meeting.
- e. To note receipts and approve the following payments and any others that arrive after publication of the agenda: The Clerk reported that the first tranche of the precept had been paid into the Council’s Business Reserve Account and this would be reported on the July Agenda. Cllr Bunker requested an item for the July agenda to agree to the precept being paid into the current account, and for Business Reserve account to be used for general and specific reserves. **Resolved:** to approve the cheques and direct debits listed for payment.

CH/DD	Payee	Purpose	Amount (VAT)
3015	G Greaves	Clerk’s May Expenses: 24 2 nd class stamps £15.84 Mileage £35.10	£50.94
3016	Graham Dunkley Outdoor Services.	invoice 02 under payment	£0.50p
3017	E-ON	Electricity Supply 1 Jan – 8 Apr 2021	£847.27 (£141.21)
3018	Shire Lumsden Ltd.,	Round & about news leaflets	£125.00
3019	N&P Garden Services	Grass Mowing Invoice 3769	£1,374.00 (£229)
DD	IONOS	Website June 2021 Fee	£10.80 (£1.80)
DD	Waves	Water utilities 1 July 2021	£88.00

20. Rail freight terminals – the Chairman to update. The Chairman reported that the next meeting is scheduled for the first week of July, at present nothing further to report.

21. Planning & Development:

- a. To consider the Housing Supplementary Planning Document (Draft for Consultation). The Council noted this was now out of time.
- b. To consider response to request for update on Neighbourhood Plan. The Council confirmed that whilst the work to produce a Neighbourhood Plan was currently dormant several actions were agreed to support the possibility of considering a Plan in the future:
 - i. District Cllr Cooper agreed to take up the issue with the Planning Portfolio Holder and report back to the Council.
 - ii. District Cllr Cooper agreed to seek feedback from Parish Councils that have produced a Neighbourhood Plan.
 - iii. Cllrs Read and Field agreed to investigate the enquiry from a group of local Parish Councils considering collaboration on a similar project.
- c. To consider the following planning applications: **Resolved:** No objections, no observations.

WNS/2021.0331/FUL	33 Courteenhall Road, Blisworth NN7 3DD	Two storey side extension
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22. Street lighting project update from Cllr Bunker.

- a. To note termination of Electricity Supply Agreement with E-ON and consider renewal options/action. Cllr Bunker reported that the Council had now received the updated inventory and meter supply certificate from Western Power Dist. The Clerk agreed to seek quotations for electricity supply for consideration at the future Council meeting.
- b. Clerk was asked to request an update from Zeta Specialist Lighting on the Station Arm and associated works.

23. Police & Neighbourhood Watch Scheme update from Cllr Read. Cllr Read circulated an update report prior to the meeting. The Council noted the report. Cllr Read reported that following the recent traffic/highway issues he was trying to establish a contact with the Highways Department.

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

24. Defibrillator – agree to arrange the required maintenance programme, and any further action required. Cllr Read will investigate the requirements relating to a defibrillator and the Clerk will review any files/records that the Council hold.
25. Water Supply – agree to investigate the practicalities of managing water supply and cost of doing so. Cllr Field agreed to identify suitable tradesman to undertake works to provide separate sub meters for users and provide quotations and estimated timescales. The Clerk agreed to write to the Village Hall & Playing Field Association to advise of changes to the water supply that could impact on any lease agreement they are preparing. The Clerk to write to advise the Blisworth Football Club that there could be changes in the water meter arrangements and to request that the Club consider setting up their own separate supply/water meter.
26. Grass mowing:
- a. Agree to write to contractor confirming that the existing contract has been extended under the existing terms. **Resolved** to extend the existing terms of the Grass Mowing Contract until January 2022. Clerk to write confirmation letter to contractor.
 - b. Agree production of grass mowing specification, contract terms and condition, budget for 2022/3. Cllr Read is collating information to produce a map of the parish grass mowing areas. The Chairman and the Clerk will find examples of other Parish Council grass cutting contracts to help with updating the terms & conditions in the revised contract in time for the next tender process. A member of the public with experience of contract work agreed to help with this task if required. Agreed to decide a timeframe and method of managing contractor standards and performance.
27. Village Maintenance & Open Spaces:
- a. Allotments.
 - i. Allotment update. Cllr Billing updated the Council that there were several vehicles being parked overnight on the allotments. The Clerks agreed to provide letter/flyer to put on vehicles reminding them that the allotments are private property parking is for the allotment holders only and no overnight parking is allowed.
 - ii. Allotment rent 2021 collection update. Rent letters have been issued by the Clerk and payments are being received. The records need to be reviewed and updated.
 - iii. School Allotment update. Cllr Billing reported that volunteers are needed to help move a shed and to undertake weeding. The Clerk has issued a letter and term and conditions to the school.
 - b. Footpaths (Rights of Way) update from Cllr Goss.
 - i. Cllr Goss reported that a no cycling sign on the footpath between Connegar Leys and Greenaway had been reported missing, this has now been replaced. Maintenance works had been carried out on the footpath but of a poor standard and Cllr Goss has taken the matter up with the authority.
 - ii. Definitive Map Modification Order response. A response had been received from Danny Moody, Northants CALC which the Council noted.
 - c. Bins/dog waste bins.
 - i. To consider quotation from Marcus Young Landscapes to supply and fit new dog waste bin and post to be sited at cost of £200 plus VAT. Cllr Read reported that he had contacted the resident close to the area where the new dog waste bin was being sited to ensure that there were no concerns. **Resolved:** to approve the purchase of a new dog waste bin and post including installation at a cost of £200 plus VAT.
 - d. Play area.
 - i. Monthly safety inspection report – Chairman to report. The Chairman reported that he had checked the area and had nothing new to report.
 - ii. Annual safety inspection report. The Clerk reported that Wicksteed Leisure Ltd., had advised that the inspection would be undertaken the week of 21 July. The Clerk will contact Wicksteed Leisure Ltd., to see if it is possible to bring the date forward.
 - e. Open Spaces

- i. Planters – approve a budget of up to £175 towards materials for village planting (existing planters at entrance to the village) to be carried out by volunteers. **Resolved** to approve a budget of up to £175 for plants and materials for the existing planters. Cllr Bunker to liaise with the volunteers.
 - ii. Parish Path Warden recruitment – closing date 30 June. See item 9b above.
 - iii. Approve the purchase a replacement bench from Glasdon at a cost of £640.47 (net VAT) including delivery to replace a damaged bench. To approve installation costs, not to exceed £50.00. **Resolved:** to approve purchase of a replacement bench from Glasdon at a cost of £640.47 (net VAT) including delivery to replace a damaged bench. Installation not to exceed £50.
28. “Plant a Tree for the Jubilee” Janet Lodge, Deputy Clerk to the Lord-Lieutenant of Northamptonshire Lieutenancy Office – consider request to participate. Cllrs Hawkins, Field and Gardner to inform the local community groups, businesses, and school to take up the “Plant a Tree for the Jubilee” scheme.
29. Consider a request from the “Bring or Bag” Community Team for the Council to support the BT “Adopt a Kiosk” scheme. District Cllr Cooper agreed to investigate the experiences of other parish councils that had adopted a phone box. Cllr Goss agreed to invite the 'bring or bag' team to the next meeting of the Council. The Council agreed to contact BT to find out what plans they had to maintain the phone box which is listed
30. To receive reports from councillors, present at the meeting. Cllr Bunker raised the issue of overhanging hedges and bushes in various locations around the village. The Chairman suggested an article in the next edition of the newsletter “Round & About” reminding people with hedges and bushes that are adjacent to footpaths or public highway to keep them maintained. Anyone concerned about this these types of issues should report the matter, giving details and photographs, if possible, via “FixmyStreet” on the West Northamptonshire Council website. Cllr Gardner reported on several poorly maintained grassed areas in the Connegar Leys area. Cllr Gardner reported that he had received information from ACRE regarding grants, however they are not available to be applied for until November. Cllr Billing reported that there was an ongoing issue of illegal parking in the allotment parking areas, the allotment parking areas are for allotment users only. The Clerk will provide Cllr Billing with a flyer advising people not to park in these areas.
31. To agree the date of next meeting **Monday 5 July 2021 at 7.30pm**. Noted.
32. Close. The meeting closed at 9.40 pm.

Signed:

Date:

Chairman