

BLISWORTH PARISH COUNCIL

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(DRAFT)

Minutes of the Meeting of Blisworth Parish Council held at Blisworth Village Hall on Monday 4 October 2021 7.30 pm.

Present:

- Cllr S Billing
- Cllr M Field
- Cllr C Gardener
- Cllr J Hawkins
- Cllr C Read, MBE
- Cllr D Wilson, Chairman

Also, present

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

1. To receive apologies. Apologies received from Cllr Bunker due to holiday. District Councillor Karen Cooper sent her apologies as on not available to attend. The Council **Resolved** to accept the apologies.
2. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None declared.
3. To receive and approve for signature the minutes of the meetings held on 6 September 2021. Deferred to November meeting.
4. To note any matters arising from the minutes not included on the agenda for report only.
 - a. Grit bin – the Clerk updated the Council on the order of rock salt.
 - b. Water sub-meter – the Clerk updated the Council on progress to supply and install sub meters.
 - c. Electricity Supply – the Clerk confirmed that the new energy supply contract has been entered into and confirmation received from SSE.
5. Clerk's report circulated separately. Noted.
6. Correspondence
 - a. Ann North, email requesting Parish Council to address overgrown verges in front of the Riding Stables and Stoneworks. Also, there are crumbling steps on a right of way in need of repair as this could be hazardous to pedestrians. Cllr Read will advise on the right of way footpath number so the Clerk can refer the matter to the Rights of Way team. The Clerk advised that areas blocking public rights of way etc., should be reported via fix my street and she will write to Helen Howard, Highways Liaison Officer to seek her advise on what action the Highways Department and Parish Council can take in respect of private verges, hedges and rights or way. Also, to request a maintenance timetable and map of areas maintained by Highways.
7. Public Session:
 - a. District Councillor Reports. Cllr Cooper circulated a report prior to the meeting, noted by the Council.
 - b. Members of the public. No further comment other than the issue relating to overgrown verges and crumbling steps.
8. Response to issues raised in the public session. Nothing further to add other than covered at 6a.

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9. Receive reports from Councillors present at the meeting and not covered under the agenda. The Chairman reported that a section of Stoke Road was closed due to roadworks and had received complaints from residents about not receiving a leaflet or notification of the works. The Chairman pointed out that the information had been placed on the notice board, on the website and covered in the recent Round & About newsletter. Cllr Billing asked the Clerk to contact the Canal & River Trust as the signage had not been amended to restrict the hours when boats can run their engines despite receiving assurances in the summer from the operations manager of Canal & River Trust. Cllr Hawkins reported that the school were busy putting together a plan of what they intend to plant in the school allotment.
10. West Northamptonshire Council, Overview and Scrutiny Work Programmes – Suggestions for Review. Cllr Read said that the timeframe for responses was unreasonable and that the deadline for submissions had now passed. The Clerk said that she would email the Council's response direct to ensure that it would be included. The Council considered suggestions and agreed to put forward development outside the village confines and traffic through the village.
11. Andrea Leadsom MP – Invitation to comment of Dept of Transport Road Investment Strategies (RIS3) process. The Chairman gave an overview of the survey, Cllr Read stated that his concern was the displaced traffic resulting from the changes to the motorways and major A roads. The Council **Resolved** for Councillors to make their own individual representations and to coordinate a parish council response for the November meeting.
12. Gateway Funding Update. The Chairman reported that a lot of feedback had been received from residents and the Council needed to work towards identifying priorities for the grant. Suggestions included fencing for the Council's allotments, clearing the overgrown allotments, improve play areas, activities for teenagers, parking in Connegar Leys, traffic management/improvements. The Council agreed that it needed to formalise a way to include teenagers in the consultation to gain their feedback.
13. Highways Liaison meeting – Cllr Bunker circulated a report in his absence – Highways are not able to provide funding to help with traffic calming measures, even on a shared basis. This means it will be necessary to utilise Gateway funding. Cllr Cooper is exploring other potential grant opportunities via WNC/NCC. The village walk about with the Highways department representative is due to take place on the 20 October, the Chairman and Cllr Bunker are attending and will report back to the next meeting on the findings. Cllr Bunker asked the Council to consider being prepared to utilise Grant funds for the purpose of traffic calming measures.
14. Grass Mowing – extension of current grass mowing contract until January 2023. The Council **Resolved** to extend the current grass mowing contract until January 2023 subject to an increase of £45 per cut.
15. Church Lane and Chapel Lane verge management – approve quote and budget for works. The Council **Resolved** to appoint G Dunkley to undertake the works as specified at a cost of £650.00.
16. Consider request from Blisworth Football Club to relocate boundary fence. The Council requested the exact location of the proposed fence and requested Cllrs Billing and Gardener to liaise with the Blisworth Football Club and undertake a site visit and report back to the November meeting.
17. Traffic – decision regarding whether to apply for double yellow lines at the entrance to Pond Bank. Discussed the potential areas in the village with parking issues that might be suitable for “yellow lines”. Feedback from residents has been mixed. Issues discussed around enforcement and displaced traffic which may cause further problems. Discussed the area from Pond Bank to the Bridge as a priority area to apply for, the Council agreed that further consultation with the village was needed once the WNC Engineer had carried out his visit to the village on 20 October.

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18. VAS Signs & speeding. The Chairman reported that progress had been made and a new VAS machine and pole was ready to be installed. Discussed the request to move the Stoke Road VAS machine to the triangular area outside the entrance to the allotments on Stoke Road. The Council agreed to refresh quotes and consider further whether to use an ex-display or a refurbished mobile VAS machine and pole.
19. Asset Register Update – Cllr Read. Asset Register circulated separately prior to the meeting. Cllr Read reported that the old bench had been removed from Eastfield play area and the new bench added. The temporary signage hasn't been added to the register as this is disposable. To bring Asset Register back to the March meeting in time for year end.
20. Parish Website and Social Media Presence – Cllr Read reported that he developed a dedicated Blisworth Parish Council draft Facebook page for view only. The Council agreed this would be a good idea and Cllr Read will progress this further. The Clerk advised that a Social Media Policy would need to be produced for the Council. Cllr Read had researched website providers and produced a list of website providers and examples of parish council websites which he circulated to councillors prior to the meeting. recommended to the Council that they consider two specific ones. Cllr Read with investigate further and liaise with the Council's website host and bring back recommendations together with costings for taking this forward to the next meeting of the Council.
21. Police & Neighbourhood Watch Scheme. Cllr Read circulated a report prior to the meeting which included a breakdown of 10 offences reported during August. There are 50 residents registered on the Neighbourhood Watch System and one alert has been issued in the Blisworth area (theft of a catalytic converter). Cllr Read attended the launch of the new West Northamptonshire Beat Bus on 28 September and discussed the village's highways and traffic issues with the team. Noted by the Council.
22. Receive the External Auditor Report and Certificate 2020-21 and agree action to address reports recommendations. **Resolved** to receive the External Auditors Report and meet with the internal auditor to clarify what action needs to be taken.
23. Finance & Administration;
 - a. Bank reconciliation 31 August 2021 – separate paper circulated prior to meeting. Deferred to November meeting.
 - b. Approve direct debit instruction for SSE new electricity supplier. **Resolved** to approve the monthly direct debit mandate for SSE in respect of electricity supply.
 - c. To note receipts and approve the following payments and any others that arrive after publication of the agenda: **Resolved:** to note the receipts and approve the cheques and direct debits listed for payment.

RECEIPTS			
Date	Payee	Detail	Amount
30 June 2021	NatWest Bank	Bank Interest	£0.19*
30 July 2021	NatWest Bank	Bank Interest	£0.13*
15 July 2021	NatWest Bank	Funds Transfer from BRA	£10,740.33
			*BR Account
PAYMENTS			
CH/DD	Payee	Purpose	Amount (VAT)
2866	G Greaves	Clerk's September Salary £576.69	£576.69
2867	HMRC	Clerks September PAYE	£144.20
2868	G Greaves	Clerk - Office/broadband/phone April – Sept £60.00	£96.72

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		Stamps 12 x 2 nd class £7.92 Mileage: £28.80 (claim form)	
2869	Royal British Legion	Remembrance Wreath	£17.50
2870	Barbara Osborne	Payroll Services Q 2 Invoice 6790	£67.50
2871	Glasdon UK Ltd.,	Elwood seat invoice S1823403	£806.99 (£134.50)
2872	PKF Littlejohn LLP	Limited Assurance Review of Annual Governance & Accountability Return for 2020-21	£360.00 (£60.00)
2873	N & P Gardening Services	Grass mowing invoice	£tbc
DD	IONOS	Website Fee October 2021	£10.80 (£1.80)
DD	Waves	Water utilities October 2021	£88.00

24. Internal Control – report received from Cllr Bunker in his absence:

Defibrillator – now up and running, thanks to Cllr Read for getting this sorted.

Cemetery Wall – inspection report outstanding.

Banking Mandate – Cllr Gardner still to be added to mandate. The Chairman agreed to undertake the necessary steps to arrange this.

Business Continuity Plan – on clerks to do list.

Allotment Risk Assessment – assigned to Cllr Wells (now resigned).

Budget YTD vs Budget Spend – requested at September meeting.

VAT Return – completed by the Clerk 30 September £10,645.49.

25. Planning & Development:

a. To consider the following planning applications:

APPLICATION	LOCATION	PROPOSAL
WNS/2021/1349/FUL	18 Windmill Avenue, Blisworth	Two storey side extension and single storey rear extension. No Comment.
WK/202105928	Ning's Kitchen Mill Wharf, Gayton Road, Blisworth, NN7 3BN	New Street Trader Application – No Comment.
WNS/2021/1446/FUL	Land South Off Towcester Road Blisworth NN7 3DL	Self-build residential dwelling. No Comment.

26. Village Maintenance & Open Spaces:

a. Play area.

i. Monthly safety inspection report – Chairman to report. Nothing to report.

ii. Repairs to Eastfield Play Area – update. The Chairman reported that he had been given the date of 19 October for the works to commence.

27. Remembrance Sunday Wreath – approve donation for wreath. The Council **Resolved** to purchase a Remembrance Wreath for £17.50 and agreed that Cllr Hawkins would lay the wreath at the Remembrance Service on behalf of the Council.

28. To agree the date of next meeting Monday 1 November 2021. Noted.

29. Close. Meeting closed at 21.50pm.

Signed:
Chairman

Date: