

BLISWORTH PARISH COUNCIL

Address: 48 **BLISWORTH PARISH COUNCIL**

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Minutes of the Meeting of Blisworth Parish Council held on **Monday 7 February 2022, 7.30 pm.**

Present:

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

Also present:

Angela Billing, Parish Clerk
 4 Members of the public

		Action
1.	Apologies to be accepted: Apology received from Cllr Hawkins. The council resolved to accept the apology.	
2.	Declarations of Interest: None received.	
3.	Approval and Signature of the minutes of the meeting of the 10 January 2022: The minutes of the meeting held on 10 January 2022 were approved as a true record of the meeting and signed by the Chairman.	
4.	To note any matters arising from the minutes not included on the agenda for report only: None.	
5.	Correspondence from social media: Update from Cllr Read Detailed data shared prior to the meeting. Cllr Read reported that we now have 139 residents following and we have had 3,800 engagements between 8 Jan and 4 Feb 2022. Enquiry from resident: 'What is happening with the wall that was removed at the bottom of the graveyard in Pond Bank, is it being rebuilt and why was it removed in the first place?' Cllr Billing reported that we only repaired the boundary wall to the cemetery, which is all the BPC is responsible for. Cllr Billing explained to the resident at the time, that unfortunately they could not use Parish Council money to rebuild a private wall. Cllr Read to respond to the resident via Facebook and point them to the minutes of the meeting.	Cllr Read
6.	Clerk's report circulated separately. Noted Cllr Bunker noted that if we are at risk of not getting a water meter reading in time to request/obtain funds from the Football Club before the end of the financial year, that we use the last reading that we have.	Clerk & Cllr Bunker
7.	Lighting: Consider quote from Zeta Supply (Quote No: 6247) to resolve to approve work to test and install double pole insulator for 5 x Smartscape Nano LED Luminaires to existing hockey stick column 60, 61, 65, 70 and 71 on Ladyfield. Total £1,555.54 (Net Total 1,296.28, VAT £259.26). Point 11.1.a.iv of the Financial Regulations support decision not to obtain further quotes. Resolved to proceed with quote from Zeta. Clerk to raise and issue a purchase order.	Clerk
8.	Highways/traffic update. a) Residents of Stoke Road to be informed by leaflets and noticeboards to contact District Cllr Cooper and use Operation Snap to report vehicles exceeding the 3T legal weight limit. Resolved for Clerk to pass-on information obtained regarding Operation Snap and Cllr Cooper's request for evidence to be also passed onto her, to residents of Stoke Road. A resident of Stoke Road will distribute leaflets to residents of Stoke Road.	Clerk/C hairman



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9.	<p>Police & Neighbourhood Watch Scheme: Update from Cllr Read. Details circulated prior to the meeting. There were 5 crimes reported in the December period: - Violence and Sexual Offences – 1, Burglary – 2, Vehicle Crime – 1, Criminal Damage and Arson – 1. We now have 63 residents logged on with the Neighbourhood Watch Alerts system. Relevant alerts are being shared via the Parish Council Facebook page. Northamptonshire Police, Fire & Crime Commissioner Stephen Mold has announced he is asking for an increase of £10 a year in the policing precept to ensure that the Force can continue with plans to increase the number of police officers to 1,500 by March 2023 and sustain these numbers. A £5 increase in the Fire & Rescue Service precept would allow equipment to be replaced and more firefighters to be recruited.</p>	
10.	<p>Grass cutting: a) Resolve to approve proposal by N+P Garden Services to possibly provide an earlier grass cut in February 2022. Resolved to leave cut to March. Clerk to inform N+P Gardening Services.</p>	Clerk
11.	<p>Gateway Funding Update: The Chairman reported that after discussion and meetings between the BPC and Highways; Highways outlined their recommendations with regard to the traffic and speeding issues. However, BPC will need to provide Highways with evidence of the traffic and speeding issues before further action can be taken. Another traffic-monitoring device has been purchased and an extended S50 licence has been applied for and granted (so traffic-monitoring devices can be positioned around the village). The Chairman, Cllr Read and Cllr Bunker will arrange a time to assemble the new device in Stoke Road. A new pole has also been ordered so that the traffic-monitoring devices can be re-positioned around the village to build a clearer picture of the traffic and speeding problems around the village and to collect evidence to present to Highways. The BPC will then apply to Highways for another survey and also apply for the funding from the Gateway build. The Chairman also noted the funding from Gateway should be applied for within 3 years. Cllr Read reported that the current traffic-monitoring device on Towcester Road has been turned around so that it is monitoring traffic in the opposite direction. Cllr Read suggested that the position of the traffic-monitoring devices could be added on the Parish Online mapping system and that information would be shared with the residents via the link on the BPC website. Cllr Bunker asked the councillors for their ideas regarding spending the surplus £20,000 (Gateway fund £72,000 minus the cost of work for the estimated traffic-calming measures). Cllr Billing reported that he had begun to make enquiries regarding the cost of enclosing the allotments (off Courteenhall Road), but he still needs to contact all the residents whose homes back onto the allotments to gain their opinion. Cllr Field and Cllr Gardner proposed spending the money on extra lights around the village. Cllr Bunker suggested that as Highways continues to maintain its position regarding lack of funding to repair footpaths, that the Council may wish to consider this as another option for use of the remaining Grant monies. Cllr Field pointed out that the Blisworth Parish Council should not have to fund works on the footpaths, as residents pay their rates for Highways to carry out this work. It was resolved to add the consideration of options for the extra £20,000.00 to the March agenda.</p>	<p>Chairman, Cllr Read, Cllr Bunker</p> <p>Cllr Read</p>
12.	<p>Queen's Jubilee Update: a) Resolve to approve a proposal for commemorative trees and a plaque or provide any other ideas. Cllr Gardner reported that he had received 60 trees (plus the trees he had grown). These small samplings have been planted around the playing field. It was resolved to get quotes for a disease-resistant, mature elm tree (recommended to be installed with a cage) to be positioned in place of the elm tree that once had been situated on Elm Tree corner. Councillors discussed the option to obtain a plaque from the Royal British Legion</p>	Cllr Billing Clerk

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	<p>Industries to commemorate the Queen's Jubilee subject to the Clerk being able to obtain clearance from Highways and utilities for the positioning of the elm tree. Clerk to obtain clearance from Highways and utilities before we can proceed.</p> <p>b) Blisworth Community Projects Group (Queen's Jubilee): Update. The Chairman suspended Standing Orders at this point to discuss with members of the public the forthcoming Queen's Jubilee celebrations. The Chairman resumed Standing orders at this point. It was agreed that volunteers would join the already formed Blisworth Parish Council Events Working Group (Cllr Field, Cllr Gardner and Cllr Hawkins) for the duration of organising the celebrations for the Queen's Jubilee. Details of the volunteers were passed to the Clerk but have not been minuted to ensure compliance with GDPR. It was also resolved to set aside and make available up to £500 to the working group to cover the initial costs discussed, with the possibility of additional funds. All invoices to be sent to the clerk.</p>	<p>Members of the Blisworth Events Working Group</p>
<p>13.</p>	<p>The National Lottery Community Funding:</p> <p>a) Eastfield Park</p> <p>i) Play equipment: consider quotes and resolve to approve the supplier for the works. Detailed report circulated ahead of the meeting. Cllr Reid reported that Wicksteed Park offered the most competitive quotations. As previously agreed, Cllr Read had consulted the pupils of the Blisworth Primary to gauge feedback on these designs and they voted on the three designs. Option 3 received 60% of the available votes. Councillors discussed the various options and voted. It was resolved to proceed with Option 3 at a cost of £9381.00. Payment of Option 3 will take the form of: The Lottery fund of £7930.00 plus an additional £1851.00 to be taken from the Blisworth Parish Council account. Clerk to process and issue the purchase order.</p>	<p>Clerk</p>
<p>14.</p>	<p>Bench at Eastfield Park: Consider quotes for delivery and installation of new park bench and resolve to approve a quote. Details of each of the quotes circulated ahead of the meeting. Resolved to proceed with quote provided by Bartley Landscapes at a cost of £65.00. Clerk to process and issue purchase order.</p>	<p>Clerk</p>
<p>15.</p>	<p>Signage at Eastfield Park</p> <p>a) Resolve to decide what signage is needed at Eastfield Park. Deferred</p> <p>b) Resolve to remove all existing signage and provide a new sign at the entrance similar to other play areas and resolve to obtain quotes for the work.</p> <p>The Chairman reported that there are 13 signs in Eastfield Park. Cllr Gardner noted that many of these signs provide information with regard to Covid regulations and were required to be placed by law. Cllr Read reported that most parks have one sign at the entrance. The Lottery Fund has been obtained for the purchase of play equipment and there is no requirement to advertise small community lottery grants on signage however the grant can be acknowledged on social media and press release materials. Councillor Read will compile examples of good signage for quotation.</p>	<p>Cllr Read</p>
<p>16.</p>	<p>Blisworth Community Directory:</p> <p>a) Clerk or Chairman to share feedback from Ann North/Paulette Kennedy. A detailed report had been circulated by a representative of the Blisworth Community Projects Group prior to the meeting. The Chairman read the report to the public. The Chairman suspended the Standing Orders at this point to allow the representative to report recent up-to-date information with regard to the costings for the new directory. The representative reported that Shire Lumsden had quoted between £340.00 and</p>	

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	<p>£400.00 depending on the number of pages and pictures. The directory will include the contact name, telephone/mobile number and email address for village groups, organisations and businesses (once permission had been confirmed via email to ensure compliance with GDPR). All emails recording permissions will be forwarded to the clerk as a record. Addresses will not be included in the directory. Blisworth Community Projects Group has apportioned sections to various volunteers. They will then proofread the entries and forward the information to BPC.</p> <p>b) Discuss and resolve to approve funding, subject to the amount being agreed at a future Blisworth Parish Council meeting, for the printing of the Blisworth Community Directory (1000 copies to go out, when it is ready, with the Round and About). Agreed.</p>	
17.	<p>Finance & Administration;</p> <p>a) Banking Issues:</p> <p>i. Banking Mandate Update: Clerk reported that the address for the bank accounts had been updated so NatWest now had the new Clerk's address. Bank statements for December 2021 and January 2022 had been sent. Mandate to allow the new Clerk to view and discuss the account and further mandates to add Cllr Gardner and Cllr Field as signatories were still being processed. NatWest informed the Clerk that they would need 15 working days to process the mandates. Clerk to continue contacting NatWest to check on their progress.</p> <p>ii. Resolve to approve the transfer of £10,000 to Specific Reserves. A detailed report was circulated prior to the meeting. Cllr Bunker reported that the windfall income from the SMS CIL payment, and the unusually large VAT refund gives us a good opportunity to start a financial planning process, by transferring funds to Specific Reserves. He outlined the need to set aside funds for the future to ensure we can pay for large capital items, e.g. if we need to replace the streetlights in 15 years' time, we need to ensure that we have sufficient funds saved. In addition to this, we may want to start 'saving' for new assets such as additional lights, or additional funds to cover unexpected costs e.g. in the cemetery, which are not covered by our Precept Budget. It was resolved to transfer £10,000 to Specific Reserves to be allocated as below: (Lighting £3000.00, Playground £2000.00, Cemetery £2000.00 and Capital Projects £3000.00).</p> <p>iii. Bank reconciliation to 31 December 2021 - separate document circulated prior to meeting. Noted</p> <p>b) To note receipts and approve the following payments and any others that arrive after publication of the agenda:</p> <p>i) On the January 2022 meeting, payment for SSE (electricity supply) was minuted as £79.05 (£3.76 VAT). SSE cancelled the payment. Notification of the cancellation was sent to the previous clerk's address. Bank statements show that this amount was not deducted from the account. The revised payments from SSE are as below: November £83.85 (£3.99 VAT), December £129.71 (£6.18 VAT), January £88.43 (£4.21 VAT). Duplicate bills obtained. Bank statements show these have been deducted from the account.</p> <p>ii) On the January 2022 meeting, payment for Waves (water supply) was minuted as £289.00. The clerk reported that this amount had been queried with Waves, as it seemed excessive. Waves acknowledged that the amount was incorrect, but they cannot process a refund until we give them an up-to-date meter reading. Unfortunately, the main water meter, at Courteenhall Road has been removed. Waves has processed an order for a new meter to be reinstalled, but this will take 22 working days. Despite the overpayment, they could not</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>change the DD. Therefore, a payment to Waves for £88.00 was also claimed on the 04/01/2022 This has now been authorised and minuted as an invoice and payment which was made after the publication of the agenda.</p> <p>iii) Payment to Maureen Lucas for the village Hall room hire and Wi-Fi (04/10/21 to 06/12/21) for £79.00 was minuted as an invoice and payment which was made after the publication of the agenda.</p>	
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		RECEIPTS	
Date	Payee	Detail	Amount
31/12/2021	NatWest	Interest	£0.15*
			*BR Account
		PAYMENTS	
CH/DD	Payee	Purpose	Amount (VAT)
Chq	Truvelo (UK) Ltd Inv. 17793	TruSign 30CR (refurbished) & BATTERY Power kit (50W) including extra set of batteries & Delivery VAS/SID Traffic Monitor Machine	£1,935.00 (£387.00 VAT)
Chq	Marcus Young Environmental Services Ltd Inv. 3775	Supply and install replacement DWB installed on 03/11/2021, 104 Connegar Leys and emptying of bins 01/04/2021 to 31/03/2022	£1,760.76 (£293.46 VAT)
Chq	Shire Lumsden Ltd INV: 00022145	Round & About publishing leaflets for January	£130.00
Chq	KOMPAN Ltd Inv. 238015	SWING SEAT x 1 & cradle Swing (without chains) x 1	£241.20 (£40.20 VAT)
Chq	KOMPAN Ltd Inv. 237952	Reinstate climbing frame surface Replace roof panel of multi-play, cradle swing, swing seat back, replace flat seat	£859.20 (£143.20 VAT)
Chq	Clerk	Clerk's January Salary	£720.89
Chq	Clerk	Clerk's expenses 04/01/2022 – 01/02/2022	£39.53 (£0.54)
Chq	ACRE	Annual subscription 01/04/22-31/03/23	£35.00
DD	Waves	Water charge January	£88.00
DD	IONOS	Website Fee	£10.80 (£1.80 VAT)
DD	SSE	Electricity bills: November December January	£83.85 (£3.99 VAT) £129.71 (£6.18 VAT) £88.43 (£4.21 VAT)

18.	<p>Agree Training for the new clerk with SLCC and resolve to approve FILCA 12-month online course at a cost of £120.00 plus VAT compared with 2-day course with NALC at a cost of £184.00 + £30.</p>	Clerk
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	Report circulated ahead of the meeting. The Chairman outlined the options. Resolved to proceed with the FILCA course. Clerk to action.	
19.	Internal Control – Cllr Bunker to report. Deferred	
20.	Action List Update. Updates received – ongoing.	
21.	Planning & Development.	
Application & Date Comments Due	Location	Description
WNS/2021/2209/FUL 18 February 2022 (extension applied for)	25 Courteenhall Road, Blisworth, Northamptonshire, NN7 3DD	Single dwelling Demolish garage and shed and build 2-storey building
WNS/2021/2209/FUL: Resolved: No comments/objection to submit.		
WNS/2022/0096/FUL 16 March 2022	37 Northampton Road Blisworth NN7 3DW	Demolition of an existing dwelling, replacement with an industrial building for general B2 use.
WNS/2022/0096/FUL: Resolved to comment regarding the increased traffic through the village and the safety issues with regard to increased traffic turning in/out of the premises on a National Speed limit road. Cllr Read to draft wording for the comment.		
WNS/2022/0067/TPO	15 Station Road Blisworth NN7 3DS	1) - Cypress T3 - Fell 2) - Hornbeam T5 - Reduce by 1/3
WNS/2022/0067/TPO: Resolved to pass details onto Conservation Agency. Clerk has already actioned. No other comments to submit.		
WNS/2022/0141/DCOR FOR INFORMATION ONLY	NGRFI Land west of M1-J15	Flood risk (in relation to the Road Bypass) [Approval of details pursuant to Schedule 2 Requirement of The Northampton Gateway Rail Freight Interchange Order 2019]
No comment submitted – for information only.		
22.	Councillor Surgery at the Blisworth Baptist Church: Clerk to update. Clerk confirmed with the Pastor of Blisworth Baptist Church that the first meeting will not be until 08/03/2022 so that we can advertise the surgery meetings on Facebook and on the BPC website. The Pastor did ask for a contribution for using the church rooms. Clerk to discuss with the Pastor regarding invoicing BPC. Cllr Read to advertise on Facebook. Clerk to advertise the surgery on the BPC website. Cllr Field suggested that we also advertise the Council Surgeries in the next Round and About. Cllr Read reported that the Council Surgeries would be another valuable vehicle to obtain feedback from residents in a more informal setting. Cllr Gardner and the Chairman to attend the first session on 8 th March 2022 (10:00 – 12:00) and a rota to be established for future surgeries. Cllr Read recommended the first Tuesday of every month as this would follow the BPC meeting and would give time for councillors to action/investigate issues in time for the next BPC meeting.	Clerk Cllr Read Chairman Cllr Gardner
23.	Village Maintenance & Open Spaces: a) Cemetery Wall repairs: Update from Cllr Billing.	

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	<p>Cllr Billing reported that on inspection of the wall around the closed cemetery, he had discovered that there are several coping stones missing which has allowed damp and mud to build up inside the wall and cause a collapse. He reported he was not impressed with the survey produced by Blackwell Structural Consultants Ltd as they had missed the hole in the wall. Cllr Bunker reminded the Council that we still need to obtain a copy of the legal agreement with the Diocese which should outline the specific responsibilities of the Council. Cllr Field reported that the parish council had been compelled to take responsibility of all closed cemeteries in the past. It is understood that a document reported to establish responsibility is in the Parish Council archived paper files and will be confirmed. Cllr Billing requested that the quote for work to repair the wall, to include pointing of a crack near the main gates, as a means to check if the wall is stable, as stated by the survey produced by Blackwell Structural Consultants Ltd. Cllr Read suggested taking photographs as documentation. Cllr Billing confirmed that there were no further gaps in the wall.</p> <p>b) Play area.</p> <p>i. Monthly safety inspection report: Chairman to report.</p> <p>The chairman reported that there are no obvious defects in the equipment that would result in a health and safety issue. However, there is evidence of degradation over time. The Chairman offered photos for councillors to view (plastic sleeve missing from part of the climbing frame, mould growing on a seat, and grass growing in the multi-play equipment). He also reported excessive litter on the grass despite the bin having been emptied. Cllr Bunker asked if we should wait for the next inspection report and this was agreed. Cllr Read asked if since these were small items, was there a way they could be resolved locally using volunteers. The chairman proposed that the Council ask the Litter Group for their help. It is understood that the Litter Group has had their first meeting since Covid but that there are less volunteers and they were proposing an education program/campaign about the consequence of litter. The Chairman discussed the addition of a further litter bin outside the village shop in High Street to be provided possibly with Litter Group funds.</p>	Cllr Billing
24.	<p>Public Session:</p> <p>a) District Councillor Reports. Cllr Cooper was unable to attend. Her report had been circulated ahead of the meeting. The Chairman summarised Cllr Cooper's report: Following a meeting of the Strategic Co-ordination Group (SCG) on the 27 January, members of the Local Resilience Forum have taken the decision to stand down the county's Major Incident status. The most vulnerable children in West Northamptonshire will once again receive lunch vouchers during the next two school holidays. New Armed Forces Community Hubs have launched across West Northants, offering serving personnel, veterans and their families a warm and welcoming place to go. Northamptonshire Safeguarding Adults Board in partnership with Northamptonshire Police have relaunched a new and improved version of the Herbert Protocol and are encouraging people caring for someone living with dementia to use the initiative to keep them safe and sound. WNC is proudly supporting LGBTQ+ History Month this February.</p> <p>b) Members of the public.</p> <p>i) The Council was asked where the traffic-monitoring device would be placed along Stoke Road.</p> <p>ii) A member of the public raised the issue of the state of the footpaths particularly those along Buttmead Road. She explained that other parish councils had worked with Highways and part-funded the costs of improvements.</p>	



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	<p>iii) A member of the public stated that a resident had fallen on the path between Westbrook and Chapel Lane and had reported the fall on Fix My Street. As a result, Highways have agreed to repair the surface of the path and repaint the edge of the steps. The faulty sign on Chapel Lane has also been reported on Fix My Street.</p> <p>Response to issues raised in the public session: The Chairman reported that the new traffic-monitoring device would be positioned on the grass area opposite the entrance to the canal tunnel as recommended by Highways. Cllr Bunker stated that the Council need to ensure that the SID machines are correctly calibrated to ensure that any data collected is considered valid by Highways and that it would be useful to learn about the collaboration between Highways and other Parish Councils with regard to footway repairs, but they needed an indication of costs per metre. He asked which parish councils had been involved. A member of the public stated that one of the parish councils was Milton Malsor. Cllr Field discussed the overhanging bushes along High Street. Clerk to contact homeowners.</p>	Clerk
25.	To agree the date of next meeting Monday 7 March 2022 at 7.30pm. Noted and agreed	
26.	Close. Meeting closed at 10:02 pm.	

Signed:



Chairman

D. WILSON

7/3/2022