

BLISWORTH PARISH COUNCIL

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Minutes of the **Ordinary** meeting of **Blisworth Parish Council** held in Blisworth Village Hall on **Monday 7th March 2022 at 7.30 pm.**

Present:

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

Also present:

1 Member of the public

| | | Action |
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| 1. | Apologies to be accepted: Apologies received from the Clerk, Cllr Billing and District Cllr Cooper. 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 received. | |
| 3. | To receive and approve for signature the minutes of the meetings held on 7 February 2022: Approved. | |
| 4. | To note any matters arising from the minutes not included on the agenda for report only: Cllr Read advised the Council that the recently purchased Speed Indicator Device has been installed at Stoke Road. | |
| 5. | Correspondence: The Council discussed an email received from the developers of a proposed industrial site at Northampton Road. It was agreed that the Council's response would focus on concerns regarding additional traffic flows through the village. In particular HGVs. Cllr Read agreed to draft a response. | Cllr Read |
| 6. | Correspondence from social media: Cllr Read advised that the majority of posts related to the Northampton Road development and the installation of the new Speed Indicator Device at Stoke Road | |
| 7. | Clerk's report circulated separately: Noted | |
| 8. | Police & Neighbourhood Watch Scheme: Update from Cllr Read mentioned the theft of a gate at Gayton Road, and the Street Safe scheme. The full update will be posted on the Council's website and via social media. | Cllr Read Clerk |
| 9. | Grass cutting: Resolve to increase the cost of strimming the closed cemetery to £95 + VAT per cut for 3 cuts per year. Agreed. The Chairman confirmed that an updated contract had been finalised and would be ready to go to tender later this year. Cllr Read agreed to circulate a map outlining the areas to be cut, and asked that all councillors feedback to him with any comments | Cllr Read |
| 10. | Gateway Grant: Resolve to agree (i) which additional options the Council would like to pursue (ii) which Councillors will conduct any additional research required relating to each option. Cllr Billing is making good progress regarding the implications of enclosing the allotments and has begun to investigate estimated costs. Cllr Bunker indicated that he would be willing to investigate the costs involved in repairing some of the poor footpaths in the village and Cllr Read offered to | Cllr Billing Cllr Read Cllr Bunker |



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| | help map the worst affected areas. It was also agreed that the cost of additional lights in the village would be investigated. | |
| 11. | The National Lottery Community Funding: Eastfield Park – Play equipment installation from Wicksteed. The Chairman advised the Council that the order has been placed and acknowledged. The supplier has advised that the lead time for manufacture is approximately 18-20 weeks, followed by 1-2 weeks for installation. | |
| 12. | Water Bill – Resolve to use most recent meter reading to enable collection of the Football Club’s and Scouts’ share of the water bill, due before the end of this financial year: New Meter installed 25/02/2022 and Meter Reading (6503) supplied by Waves. Clerk to calculate bill and approach Football club and Scouts for payment. | Clerk |
| 13. | Resolve to agree price increase for the emptying of Dog waste bins and Litter bin: The Council agreed to a price increase of 30p per bin (from £2.90 to £3.20 plus VAT). | |
| 14. | Finance & Administration a. Banking Issues: i. Banking Mandate. Update from Clerk. The Chairman advised the Council that the Clerk and Cllr Gardner have completed the latest form provided by Nat West and this now requires signing by the Chairman and Cllr Hawkins. A different form is required for Cllr Field, and this is being sourced by the Clerk. ii. Transfer of £10,000.00 to specific Reserves. Transfer completed. iii. Bank reconciliation: | Clerk |

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|---|-------------------|
| NatWest Reserve Acct Balance 24.02.2022 | £27,530.71 |
| NatWest Current Acct Balance 24.02.2022 | £36,359.81 |
| | |
| NatWest Current & Reserve Total | £63,890.52 |
| Minus uncashed Cheques | £5,939.14 |
| RECONCILED NatWest Current & Reserve Total | £57,951.38 |

Plus £771.88 from WNC Grass Mowing Grant not yet cleared - **£58,723.26**

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| | <p>iv. Resolve to transfer any unspent S137 Budget to Reserves. Jubilee event, Tree and plaque & Litter Group earmarked funds. The Council resolved to transfer £2000 from this year’s S137 budget to Reserves.</p> <p>b. To note receipts and approve the following payments and any others that arrive after publication of the agenda: Invoice from WNC for VAS Pole £993.96 (£165.66 VAT) and Zeta Lighting £1555.54 (259.26 VAT) added to March Payment List after publication of the agenda.</p> <p>It was also noted that two payments authorised at the February meeting excluded VAT. The total payment to Truvelo, including VAT was £2322 (not £1935) and the Clerks expenses were £40.07 including VAT (not £39.53). It was also noted that payment of £72.33 to SSE authorised at Jan-22 has been superseded, and that a payment of £289.00 claimed by Waves in error (noted at Jan-22 meeting) has been refunded.</p> | |
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| RECEIPTS | | | |
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| Date | Payee | Detail | Amount |

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| 31/01/2022 | NatWest | Interest | £0.15* |
| | | | *BR Account |
| 21/02/2022 | Waves | Refunded payment | £289.00 Business Current Account |
| PAYMENTS | | | |
| CH/DD | Payee | Purpose | Amount (VAT) |
| Chq | Alan North | Inv No: 11 for RA OCT - NOV Iss 141 | £62.00 |
| Chq | Alan North | Inv No: 12 for RA DEC - JAN Iss 142 | £62.00 |
| Chq | Alan North | Inv No: 13 for RA FEB - MAR Iss 143 | £62.00 |
| Chq | NCALC | Inv No: 1803 Training - Responding to Planning Applications Course | £38.00 |
| Chq | V Bartley (Bartley Landscapes) | Inv for Blisworth Parish Council Collect, deliver & assemble bench at Eastfield Park | £65.00 |
| Chq | Clerk | Clerk's February 2022 Salary | £720.89 |
| Chq | Clerk | Clerk's expenses February 2022 | £31.05 (£1.63) |
| Chq | Clerk | Inv No: GB2176AKUAEUI Brother DCP-L2530DW Laser Print/Copy/Scan printer | £151.99 |
| Chq | Barbara Osborne Business Service | Inv No: 6945 Payroll services Oct 2021 – Dec 2021 | £50.00 |
| Chq | Clerk | Inv-GB-1688982095-2022-2905 Microsoft Office 2021 One-time life licence (Word, Excel, PowerPoint) | £79.95 |
| Chq | SLCC | Inv: QL201061-1 FILCA Online Training for Clerk | £144.00 (£24.00 VAT) |
| DD | IONOS | Website Fee | £10.80 (£1.80 VAT) |
| DD | Information Commissioner's Office (ICO) | ICO:00019182343 ICO Certificate - Renewal confirmation to 18/02/2023 | £35.00 |
| DD | SSE | Electricity Supply – Tax Point 02/02/2022 | £74.25 (£3.53 VAT) |
| DD | Waves | Water Supply DD date: 04/02/2022 | £88.00 |
| Chq | WNC | Inv No: 424000673084 VAS Pole | £ 993.96 (£165.66 VAT) |

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| 15. | Internal Control: Cllr Bunker reported that Health & safety and Public Liability issues relating to the Jubilee celebrations are the main new risks for the Council. An Update regarding planned events and Risk assessments is covered in Agenda item 19b. It was also reported that Cllrs Wilson, Read and Bunker met with the Internal Auditor at the end of last year. The main objective of the meeting was to seek sufficient clarity regarding the points raised in the report, to enable the Council to develop a remediation plan. Although the Auditor was not able to provide the detail required at the meeting, she did say that she would provide it in due course. In the meantime, the Auditor did suggest that the Council might find it useful to have a documented Internal Control Policy. | |
| 16. | Resolve to approve Internal Control Policy: The Council resolved to approve the Policy. | |
| 17. | Planning & Development: No objections to any of the Planning applications. | Clerk |
| Application & Date Comments Due | Location | Description |



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| <p>WNS/2022/0274/FUL</p> <p>11 April 2022</p> | <p>4 Chapel Lane Blisworth NN7 3BU</p> | <p>Part demolition of existing single storey rear extension.</p> <p>Single storey extension to rear</p> |
| <p>WNS/2022/0180/DCOR</p> <p>For information only</p> <p>31/03/2022</p> | <p>NGRFI Land west of M1-J15</p> | <p>Requirement 15 - Lighting for rail terminal - Works No. 2. Part of Component c) as defined in DCO Requirement 3 (1) (b) [Approval of details pursuant to Schedule 2 Requirement of The Northampton Gateway Rail Freight Interchange Order 2019]</p> |
| <p>WNS/2022/0291/FUL</p> <p>13/04/2022</p> | <p>11 The Bays Gayton Road, Blisworth, Northamptonshire, NN7 3BN</p> | <p>Proposed two and single-story rear extensions</p> |
| <p>WNS_2022_0350_FUL</p> <p>16 March 2022</p> | <p>Candlebridge Little Lane Blisworth West Northamptonshire NN7 3BS</p> | <p>Single storey rear extension with flat roof. New cladding to existing porch and changes to some windows West & North Elevations</p> |
| <p>18.</p> | <p>Village Maintenance & Open Spaces:</p> <ul style="list-style-type: none"> a. Cemetery Wall repairs: Update from Cllr Billing. The Chairman indicated that one quote had been received, and that the clerk was in the process of chasing further quotes. b. Play area: Monthly safety inspection report: The Chairman reported that there weren't any issues to report. He also reported that the clerk was obtaining quotes for one new sign in the play area, to replace the numerous existing signs, c. Defibrillator: Confirmation of satisfactory checks and any issues. Cllr Read confirmed that satisfactory checks had been conducted and updated on the 'circuit'. | <p>Clerk</p> <p>Clerk</p> |
| <p>19.</p> | <p>Queen's Jubilee Update:</p> <ul style="list-style-type: none"> a. Proposal for commemorative tree and a plaque. Resolve to approve: (i) the purchase of a plaque. The Council resolved to purchase a plaque from the Royal British Legion for £129 (A4 size), plus £25 for the steel stakes, if required. (ii) the school grounds as an alternative location for the tree. Cllr Read expressed concerns regarding locating a tree on private land and it was agreed that all councillors would suggest alternative locations for discussion at the April meeting. (iii) alternative species of tree (due to excessive cost and delivery of a mature disease resistant elm tree). It was agreed that the Clerk would provide the costs of alternative species, for discussion and agreement at the April meeting. b. Events Working Group Update (i) Details of planned activity/recommendations (ii) Risk Assessments, Health & Safety and Insurance requirements. An update from the Working Group was discussed by the Council, and it was agreed that the following should be provided in time for the next PC meeting (i) A detailed plan of events and ownership (ii) Risk assessments for all planned events (iii) A Financial plan outlining estimated requirements. | <p>All Cllrs</p> <p>Clerk</p> <p>Clerk</p> |
| <p>20.</p> | <p>Public Session:</p> <ul style="list-style-type: none"> a. District Councillor Report. Report not available b. Members of the public. Concerns expressed regarding the increasing volume, speed and size of vehicles using Church Lane, when the footpaths are so narrow (exacerbated by an overgrown hedge). The Council shared the concerns of the resident, but advised that Highways had indicated in previous discussions, that | <p>Clerk</p> |

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| | evidence of specific incidents would be required before any changes could be considered. The Council did, however, agree to the Clerk writing to the owner of the overgrown hedge, asking for it to be cut back. It was also agreed that a similar letter should be sent to the owners of the overgrown shrubs on the corner of Church Lane and High Street. | |
| 21. | To agree the date of next meeting: Monday, 4th April 2022 at 7.30pm. | |
| 22. | Close: The meeting closed at 9.20 (pm). | |

Signed: 

Chairman

Date: 04.04.22