

# BLISWORTH PARISH COUNCIL

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Minutes of the **Ordinary** meeting of **Blisworth Parish Council** held in Blisworth Village Hall on **Monday 4th April 2022 at 7.30 pm.**

**Present:**

Cllr S Billing, Chairman  
Cllr Hawkins  
Cllr D Wilson  
Cllr C Gardner  
Cllr C Read MBE

**Also present:**

Angela Billing, Parish Clerk  
4 Members of the public

		Action
1.	Resolve to elect a new Chairperson after resignation of Councillor Wilson as Chairman. Resolved to elect Cllr Billing as the Chairman of Blisworth Parish Council. Cllr Billing signed the Declaration of Acceptance of Office.	
2.	To receive apologies. Apologies received from District Cllr Cooper, Cllr Field and Vice-Chairman Cllr Bunker. The council resolved to accept the apologies.	
3.	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
4.	To receive and approve for signature the minutes of the meetings held on 7th March 2022. Approved.	
5.	To note any matters arising from the minutes not included on the agenda for report only. None received.	
6.	Correspondence. Noted on Clerk's report (circulated ahead of the meeting).	
7.	Correspondence from social media: Update from Cllr Read. Cllr Read advised that the majority of posts related to Gigaclear and the closure of the Blisworth Arm. Cllr Read advised that a resident had enquired whether Blisworth Parish Council intended to investigate the performance of Gigaclear. Cllr Read will respond to the resident by directing them to West Northants Council, as it is their initiative.	
8.	Clerk's report circulated separately. Noted	
9.	Report on data from SID devices (Towcester and Stoke Road): Update from Cllr Read. In Stoke Road there were 50145 vehicle movements (27534 outgoing and 22611 incoming) with an average speed of 31.1mph (31.8mph outgoing and 30.3mph incoming), 85% of vehicles were travelling below 37mph (38mph outgoing and 35mph incoming) and the top speed was 66mph (66mph outgoing and 65mph incoming). Note that during this period the road was closed for an extended period and subject to restrictions.	
10.	Police & Neighbourhood Watch Scheme: Update from Cllr Read. Cllr Read reported that there had been an increase in crimes reported, from 5-8 reported incidents in previous months to 17	

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	crimes reported in February 2022. Unfortunately there had also been an increase in crimes relating to anti-social behaviour.	
11.	Resolve to confirm permanent position of new clerk, following satisfactory completion of 3-month probationary period. Agreed	
12.	Gateway Grant – Update Cllr Wilson. Cllr Wilson reported that he would be attending the SEGRO Community Liaison Group meeting and would ask about the war memorial (in response to concerns raised by a member of public) and the Courteenhall and A508 junction but also make the broad point that, as the development continues and the scale becomes evident, residents are becoming more concerned about the effects on the environment and traffic.	Cllr Wilson
13.	<p>Finance &amp; Administration</p> <p>a. Banking Issues:</p> <p style="padding-left: 20px;">i. Bank Mandates. NatWest confirmed that the mandate requests have not been completed. NatWest have stated that they will try to expedite the mandate requests and assign us advisor so that that we have one point of contact rather than speaking to different members of Business NatWest. Clerk to continue to seek a resolution.</p> <p style="padding-left: 20px;">ii. Bank reconciliation as of 21 March 2022 circulated separately prior to meeting. Bank reconciliation as of 21 March 2022 checked by Vice-Chairman Cllr Bunker and signed by the Chairman.</p> <p style="padding-left: 20px;">iii. Original cheque 002901 for ACRE for £35.00 authorised at 07/03/2022 meeting not received by ACRE (lost in post). Stop on cheque no: 002901 processed at NatWest. Resolve to resubmit a new cheque for £35.00 to ACRE. Agreed.</p> <p>b. To note checks between Payment Lists against Minutes and Bank statements. Report circulated separately. Update from Clerk. Resolved to agree the changes on the amended Payment Lists. Resolved to authorise payment to N+P Garden Services for Invoice 3703 £689 &amp; Invoice 3725 £684 as £1,373.00 (228.00 VAT) - April 2021. Resolved to authorise payment to Alan North for £124.00 for R&amp;A Invoice 09 for £62.00 and Invoice 10 for £62.00 - Aug 2021. Resolved to authorise payment to N&amp;P Garden Services for Invoice 3900 as £1464.00 (£244.00 VAT) – Oct 2021.</p> <p>c. To note receipts and approve the following payments and any others that arrive after publication of the agenda: It was noted that we had received £198.44 from Blisworth Scouts and £595.32 from the Blisworth Football Club as their share of the water bill for 2021/22.</p> <p>d. It was noted that two invoices had been received after the publication of the agenda.</p> <p style="padding-left: 20px;">i. C Dunkley - £340.00 for the installation of a sub-meter at the Blisworth Scout Community Hall and a sub-meter at Blisworth Football Club.</p> <p style="padding-left: 20px;">ii. J Woodhouse - £18.33 for materials for the Queen’s Jubilee Celebrations. Cllr Gardner reported that Mr Woodhouse had created an amazing throne for the Queen’s Jubilee celebrations.</p> <p>e. Cllr Wilson enquired if the WNC Grass Mowing Grant of £771.88 was a monthly grant to cover the cost of grass cutting around the village for the year. The Clerk explained that that the £771.88 is a one-off grant for the whole year. Cllr Wilson pointed out that the sum of £771.88 only covers just over one month’s grass cutting around the village.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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<b>RECEIPTS</b>			
<b>Date</b>	<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
28/02/2022	NatWest	Interest	£0.15*
			*BR Account
25/02/2022	NatWest	WNC Grass Mowing Grant	£771.88
21/03/2022	NatWest	Scouts - Water bill	£198.44*
23/03/2022	NatWest	Football club - Water bill	£595.32*
			Current Account

\* Indicates payments received after the publication of the agenda.

<b>PAYMENTS</b>						
<b>Invoice</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>CHQ/DD</b>	<b>Total Amount Including VAT</b>	<b>VAT</b>	<b>Amount Excluding VAT</b>
6993	Barbara Osborne Business Services	Payroll Services Jan 2022 - Mar 2022	Chq	67.50	0.00	67.50
	G Greaves - HMRC	National Insurance contributions for G Greaves as part of November salary	Chq	37.58	0.00	37.58
	A Billing - Salary	Clerk's Salary March 2022 & back pay due to backdated pay rise	Chq	758.72	0.00	758.72
	A Billing - Expenses	Clerk's Expenses (01_03_2022 - 29_03_2022)	Chq	35.52	0.67	34.85
	G Greaves - Salary	G Greaves - Back pay due to backdated pay rise	Chq	85.68	0.00	85.68
	HMRC	G Greaves backdated PAYE £21.20 & Employer NI contributions for A Billing £3.00	Chq	24.20	0.00	24.20
22/23/NJS003	ACRE	Annual Subs 01/04/2022 to 31/03/2023	Chq	35.00	0.00	35.00
4026 & 4031	N&P Garden Services	Grass Cut including Eastfield Park - w/c 14.03.22 £744 & w/c 28.03.22 £738	Chq	1482.00	247.00	1235.00
	IONOS	Website Fee	DD	10.80	1.80	9.00
	SSE	Electricity Supply	DD	96.97	4.61	92.36
	Waves	Water Supply	DD	88.00	0.00	88.00
				<b>2721.97</b>	<b>254.08</b>	<b>2467.89</b>
	C Dunkley*	Install sub meters at the Blisworth Scout Hut and Blisworth Football club	Chq	340.00	0.00	340.00
	John Woodhouse*	Queen's Jubilee Celebrations: Receipts for the wood, filler, glue and paint for the throne	Chq	18.33	0.00	18.33
				<b>3080.30</b>	<b>254.08</b>	<b>2826.22</b>

\* Indicates invoices received after the publication of the agenda.

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All the policies in Agenda Points 14 – 20 had been circulated ahead of the meeting. The Chairman noted that the policies listed had been viewed and discussed ahead of the meeting. The Chairman asked if there was anything anyone would like to add. Cllr Wilson responded that they had all viewed and discussed the suggested amendments. Resolved to adopt all the polices listed in Agenda Points 14 – 20.

14.	Resolve to re-adopt BPC Standing Orders Review date: April 2022. Resolved to re-adopt BPC Standing Orders.										
15.	Resolve to re-adopt BPC Financial Regulations Review date: April 2022. Resolved to re-adopt BPC Financial Regulations.										
16.	Resolve to re-adopt BPC Complaints Procedure (last reviewed 2013). Resolved to re-adopt BPC Complaints Procedure.										
17.	Resolve to re-adopt BPC Data Protection Policy (last reviewed 2018). Resolved to re-adopt BPC Data Protection Policy.										
18.	Resolve to adopt BPC GDPR Data Map 2022. Resolved to adopt BPC GDPR Data Map 2022.										
19.	Resolve to adopt the Assets Register 2022. Resolved to adopt the Assets Register 2022.										
20.	Resolve to adopt the amended Freedom of Information Policy 2022. Resolved to adopt the amended Freedom of Information Policy 2022.										
21.	Consider the quotes for new signage at Eastfield Park. Clerk to update. Resolved to accept the quote by AG Sign & Display for £85 + VAT including delivery and installation and to purchase two signs for the Eastfield Play Area, Blisworth. Clerk to investigate quotes for removal of all current signage, Cllr Wilson will check measurement between posts. Clerk to order new signage.	Cllr Wilson  Clerk									
22. Planning & Development.											
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Application &amp; Date Comments Due</th> <th style="width: 30%;">Location</th> <th style="width: 40%;">Description</th> </tr> </thead> <tbody> <tr> <td>WNS/2022/0546/FUL  Comments due date: 14/04/2022</td> <td>Ancillary Building Blisworth Arm, Blisworth, Northamptonshire.</td> <td>Proposed change of use of storage building to holiday let</td> </tr> <tr> <td colspan="3">WNS/2022/0546/FUL Resolved to alert Planning Applications Department at West Northants Council of concerns with regard to the current lack of available parking in the immediate area and that a new residential property will not alleviate the issue. Approach road is narrow with many parked vehicles.</td> </tr> </tbody> </table>			Application & Date Comments Due	Location	Description	WNS/2022/0546/FUL  Comments due date: 14/04/2022	Ancillary Building Blisworth Arm, Blisworth, Northamptonshire.	Proposed change of use of storage building to holiday let	WNS/2022/0546/FUL Resolved to alert Planning Applications Department at West Northants Council of concerns with regard to the current lack of available parking in the immediate area and that a new residential property will not alleviate the issue. Approach road is narrow with many parked vehicles.		
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23.	Village Maintenance & Open Spaces: <ul style="list-style-type: none"> <li>a. Cemetery Wall repairs: Update from Cllr Billing. Chairman Billing discussed the two quotes received for repairs to the hole in the closed cemetery wall. Further quotes were sought by the Clerk but despite reminders from the Clerk, the companies have not responded with a quote. The Chairman noted that he had asked the contractors to repoint the small crack in the wall by the large gates (as suggested by the report submitted by Blackwell Structural Consultants Ltd) so that any future movement of the wall could be easily monitored through the year. Cllr Hawkins reported that a resident</li> </ul>	Clerk									

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	<p>had begun to cut branches hanging over their property from the trees in the closed cemetery. Cllr Wilson asked if the trees in question were protected trees but it was confirmed that only the lime trees along the High Street edge of the closed cemetery are in a conservation area. It was resolved to proceed with the repairs to the cemetery wall and resolved to proceed with the quote for £520.00. Clerk to process purchase order for works.</p> <p>b. Play area: Monthly safety inspection report: Update circulated ahead of the meeting. Cllr Wilson reported that there are many clumps of cut grass that has not been collected and removed by the specified box cutter during the March cuts (first cut of the season with long grass). Clerk to contact contractor.</p> <p>c. Defibrillator: Confirmation of satisfactory checks and any issues. Update from Cllr Read. Cllr Read confirmed that checks had been carried out with no concerns to report.</p> <p>d. Allotments &amp; Closed cemetery: Quarterly confirmation from Cllr Billing that Risk Assessments have been carried out/are being adhered to. Update from Cllr Billing. Chairman Billing reported that the risk assessments will be distributed and discussed with allotment holders in May with the collection of the allotment rents. Cllr Hawkins reported that the school, with the help of parents, had made great headway with the Blisworth School allotment.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chairman and Clerk</p>
24.	<p>Queen's Jubilee Update:</p> <p>a. Proposal for commemorative tree and a plaque. Update from Clerk. Resolve to approve: (i) the purchase of a tree or other commemorative item (ii) agree the position in the village of the tree/commemorative item.</p> <p>Members of the public asked if the Council had considered planting a Silver Birch as this species of tree absorbs high levels of harmful pollution in nearby homes compared to other tree species. However it was noted that this species can grow very tall and its roots can become problematic. It was therefore resolved to purchase a cherry tree. Cllr Gardner proposed a location for the tree in the village. The Clerk and Cllr Gardner to check the location so that the Clerk can initiate searches for underground utilities in the area and request permission from WNC. It was also resolved to seek quotes for an iron cage to protect the tree and to proceed with the order of a plaque from the RBLI once permission for the tree had been granted by WNC. Cllr Read suggested that there should be a ceremony to unveil the plaque. The Chairman asked if the volunteers attached to the Events Working Group would like to unveil the plaque in recognition for all their hard work in arranging the Queen's Jubilee Celebrations for the residents.</p> <p>b. Events Working Group Update (i) Details of planned activity/recommendations. (ii) Risk Assessments, Health &amp; Safety and Insurance requirements. (iii) Financial plan. Report circulated ahead of the meeting.</p> <p>The report was discussed at the meeting and the lead volunteer of the Event Working Group thanked key volunteers for their ideas, enthusiasm and support. First Aid Support has been booked for the event. The Events Working Group will seek proof of public liability for all outside agencies as part of the ongoing risk assessments. Clerk to check with the Council's insurance company to ensure that all volunteers involved with the event are included in the Council's public liability. It was resolved to review the budget for the Events Working Group at the May meeting. The Chairman thanked the volunteers of the Events Working Group for all their hard work.</p> <p>WNC cannot provide an invoice for the Temporary Events Licence (£21.00); payments are online only, via credit card payments. It was resolved the Clerk would pay for the Temporary Events Licence (£21.00) and submit the receipt for reimbursement.</p>	<p>Cllr Gardner</p> <p>Clerk</p> <p>Clerk</p>

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25.	<p><b>Public Session:</b></p> <p>a. District Councillor Report. (Report circulated separately ahead of the meeting).</p> <p>b. Members of the public.</p> <p>Residents raised issues concerning the Gateways Development and it's increasing impact on the village particularly the increase in traffic on Courteenhall Road, Stoke Road and Knock Lane. The impact on the village, in the light of changes to the initial development plan, will differ significantly from the presentation delivered at the start of the proposed development. Cllr Wilson responded that he would bring these concerns to the SEGRO Community Liaison Group meeting. Cllr Read highlighted that amended planning proposals for the Gateway site are for information only and the Council can no longer comment or object. He emphasised the importance and need for members of the public to support the Council by adding their voice and addressing these concerns directly to WNC and to Northants Police.</p>	Cllr Wilson
26.	To agree the date of next meeting <b>Monday, 9th May 2022</b> at 7.30pm. Agreed.	
27.	Close. The meeting closed at 8:59 pm.	

Signed:

Chairman

9<sup>th</sup> May 2022

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