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Minutes of the **Ordinary** meeting of **Blisworth Parish Council** held in Blisworth Village Hall on **Monday 6th June 2022** at **7.30 pm**.

Present:

Cllr S Billing, Chairman
Cllr Hawkins
Cllr D Wilson
Cllr C Gardner
Cllr C Read MBE
Cllr M Field
Cllr B Brown

Also present:

Angela Billing, Parish Clerk
1 Member of the public

		Action
1.	To receive apologies. Apologies received from District Cllr Cooper and Cllr Bunker. 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. Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate. None received.	
3.	To receive and approve for signature, the minutes of the meeting held on 9th May 2022. Permissions received to include names in the Minutes, 09.05.2022, Minute Point 24 (currently redacted on Draft May minutes). Resolved to add names currently redacted prior to Chairman signing the Final Minutes for 09.05.2022. Agreed.	Clerk to update draft minutes prior to Chairman signing.
4.	To note any matters arising from the minutes not included on the agenda for report only. None received.	
5.	Correspondence. Noted on Clerk's Report circulated ahead of the meeting. Additional correspondence after Clerk's Report was circulated: Resident would like to purchase a seat in memory of her husband. Agreed that the Clerk to contact resident with options (adopt current bench, add a plaque and/or a tree, purchase new bench).	Clerk
6.	Clerk's report (circulated ahead of the meeting). Noted.	
7.	To receive the Budget versus Actual Report. Noted and agreed.	
8.	Annual Governance & Accountability Return (AGAR) - To complete the year end procedure: <ol style="list-style-type: none"> Resolve to approve the adoption of the year end accounts (2021 – 2022). Checked against bank statements and agreed by Internal Auditor, Finance Controller and Clerk/RFO. Approved. Receive the report from the Internal Auditor. Noted. Chairman and councillors noted the work of Cllr Bunker in achieving a positive report. Resolve to consider and approve the completion of Section 1 of the Annual Governance Statement of the Annual Governance and Accountability Return (2021 – 2022). Approved. Subject to approval, Chairman and Clerk/RFO to sign the Annual Governance Statement. Approved and signed. 	

	<p>e. Resolution to approve the completed Section 2 - The Accounting Statements of the Annual Governance and Accountability Return (2021 – 2022) already signed by the Clerk/RFO. Approved.</p> <p>f. Subject to approval, Chairman signs Section 2 - The Accounting Statements. Approved and signed.</p> <p>g. To note the commencement date for the Period of the Exercise of Public Rights as: 13th June 2022 to 22 July 2022 inclusive. Noted.</p> <p>h. To note documents to be published on the website: Noted. The Annual Internal Audit Report The Annual Governance Statement The Accounting Statements Declaration that the accounts are as yet unaudited Details of the arrangements for the exercise of public rights The name and address of the External Auditor Guidance for electors: 'Council Accounts – A guide to your rights'</p>	Clerk
9.	<p>Queen's Jubilee Update:</p> <p>a. Proposal for commemorative tree, plaque and a guard. Update from Clerk. Clerk will not be able to order the tree until at least September for November delivery. Clerk to contact company nearer the time. Clerk to order free Queen's Canopy plaque from WNC.</p> <p>b. Events Working Group Update. Total payments actioned to date: £271.35 (with invoices pending). Many volunteers and residents of Blisworth gave their time, expertise and donated goods, including providing valuable event management hands-on expertise and advice. There were Health and Safety concerns regarding the parade. The working group, with Cllr Gardner, took up an offer of using 3 patrol cars with flashing lights (to patrol the roads of the route, and lead and end the parade to ensure participants' safety). Clerk to collate outstanding invoices and submit at July meeting.</p> <p>The Chairman thanked all the volunteers in the working group, councillors and clerk for all their hard work. All the commercial attendees were very happy with the organisation and turnout. He noted a special thanks also to the Football Club and the clubs and societies, 1st Blisworth Scouts, dog show organisers, school children, and all the villagers that contributed their time, expertise and donations to make a great community event which the weather did not spoil.</p>	Clerk Clerk
10.	<p>Correspondence from social media: Update from Cllr Read. This month we have had no contacts through social media for noting. Public liability certificates - advised the residents to email the Clerk. Enquiry around the use of the church for a wedding - advised the resident to contact the church and provided details. Offer of ice cream cart for Jubilee Events - advised the resident to contact the Clerk. The most significant post has been the message on 25 May on the Stoke Road Closure which has had a post reach of 1011 people and 78 engagements. Generally the posts around highways issues are popular. The post of 10 May regarding the Gigaclear works had a reach of 1193 people and engagement of 228 people. We have 183 residents following the page (4 new in the last 28 days) and have had 832 engagements between 8 May and 4 June 2022. Cllr Read reported that there is good engagement via the Blisworth Facebook page.</p>	
11.	<p>Report on data from SID devices (Towcester and Stoke Road): Update from Cllr Read. The data from the Stoke Road Camera from 8 may to 5 June: Total No of Vehicles - 75,967</p>	

	<p>Top Speed Recorded - 63mph Average Speed 31.1mph 85% of vehicles travelling slower or up to 36mph Cllr Read reported that the position of the Stoke Road camera may not be as effective since it is on a sharp corner which requires vehicles to slow down. He recommended that the Stoke Road unit should be relocated to High Street. Cllr Wilson had supplied Cllr read with the details of the permit details. Cllr Brown asked what happens to the data that is collected. Cllr Read explained that the data is sent to the Police for monitoring. The cameras monitor speed and volume of traffic. The Police are interested in issues regarding speed and Highways are interested in (public danger, again related to speed). The data collected supports the Council's pressure on Highways (who state they have no money) and on the Police to make the traffic situation in Blisworth a priority. Cllr Wilson noted that data collected at Stoke Road would not be a true indication of the traffic due to the current on-going works and road closures on the Stoke Road. It was agreed to move the unit from Stoke Road to High Street and then back to Stoke Road to build a clear picture of the traffic situation on Blisworth's roads. Councillors discussed the option of setting the traffic monitoring devices so that they continued to record the data but the display did not flash to see if this had any impact on the speeds. Cllr Read stated that this would be just a short-term approach, as the main purpose of the devices, in addition to collecting data, was to slow the traffic down.</p>	Cllr Read
12.	<p>Police & Neighbourhood Watch Scheme: Update from Cllr Read. 6 crimes were reported in the Blisworth Parish Antisocial Behaviour - 1 Violence and Sexual Offences - 1 Public Order - 1 Vehicle Crime - 1 Other Theft - 2 62 residents logged on with the Neighborhood Watch Alerts system. Relevant alerts are shared with the village community via the Parish Council Facebook page. There was one alert for the village relating to an incident in Home Close, Blisworth. Between 06/05/2022 00:00 and 09/05/2022 12:30, unknown person(s) with unknown means have smashed the windscreen of vehicle and left in unknown direction. Any residents with information should contact the Police on 101 quoting incident number: 22000267357. The Council have been in contact with the Police regarding oversized vehicles using the Candle Bridge. The Police advised that there may be reasons why an oversized vehicle would be permitted to use the bridge such as delivering animal feed etc to local farms. There could be a genuine reason for access, which is a permitted exemption. It was agreed that the Clerk should contact the company with times and photos and ask why they are using Candle Bridge particularly as there are other available routes. PSCO Jen Harrison will be attending our July Councillor Surgery session at Blisworth Baptist Church.</p>	Clerk
13.	<p>Gateway Update. Update by Cllr Wilson. Cllr Wilson and Cllr Gardner attended the informal meetings in May to determine SEGRO's plans. There will be a consultation process but we have not been informed when it will be or what form the consultation will take. Cllr Wilson discussed the proposed arrangements to physically separate the A508 carriageway to stop vehicles turning right into Courteenhall Road from A508, heading south from Junction 15, and to stop vehicles turning right out of Courteenhall Road towards Roade. There are also discussions to extend the central reservation to the entrance of the Courteenhall Estate so that traffic will not be able to do a U-turn but there will be a small roundabout at the entrance of Roade. There are also discussions to include a roundabout at the entrance of the warehousing before Junction 15. Cllr Brown asked if this was their belief that this central reservation will prevent HGVs coming through the village. Cllr Wilson responded that the main reason is to maintain the flow of traffic as it will stop cars having to wait for vehicles to turn left or right and blocking the flow of traffic. Cllr Read noted that when there are traffic</p>	

	<p>issues with the M1, motorists will use the small roundabout to access the Courteenhall Road or go through Roade and Knock Lane. The Chairman reported that the missing sign 'Not suitable for HGVs' that was at the entrance to Courteenhall Road /A508 has been removed and has not been replaced. Cllr Read noted that there would be an increase of traffic simply from the workforce accessing the warehousing and these motorists would not be using the M1/A5/A508 or the A43 simply to get to work. Cllr Wilson reported that the traffic modelling provided by SEGRO indicated that there would be no further traffic issues but SEGRO had not presented any data to confirm their assertions. He reported that he had passed on Cllr Read's responses (previously noted in the 09.05.2022 Minutes, Point 19) to the SEGRO team. Cllr Wilson noted that the Council need to prepare and participate in the consultation period. Cllr Read discussed the option of sharing data with surrounding Parish Councils who will also be affected by the traffic implications of the new forthcoming proposal to allow commercial units to begin trading ahead of the completion of the rail/freight interchange thereby increasing the volume of traffic on local roads. Agreed that the Clerk would contact surrounding Parish Councils to begin a discussion about the opportunity to share data and combine information on Parish priorities regarding development planning.</p>	Clerk																								
14.	Election of Vice-Chairman. Appointed Cllr Read.																									
15.	Appoint/reappoint Internal Control Councillor. Deferred																									
16.	Appoint/reappoint Financial Control Councillor. Deferred																									
17.	<p>Resolve to appoint / reappoint the members of the Human Resources Committee. Resolved to approve Human Resources Committee Terms of Reference (Membership as three councillors). Resolved to reappoint Cllr Wilson and Cllr Gardner and appoint Cllr Brown to the Human Resources Committee.</p>	Clerk																								
18.	<p>Finance & Administration Banking Issues:</p> <ol style="list-style-type: none"> Discuss option to set up a credit card for the Council in the light of growing number of companies that will not accept cheques as payment. Clerk to investigate options. Bank reconciliation to 23/05/2022. Chairman noted a conflict of interest in checking the Clerk's Bank Reconciliation. Cllr Field to check Bank Reconciliation <table border="1" data-bbox="167 1249 1102 1332"> <tr> <td>Nat west</td> <td>CURRENT ACCOUNT 23/05/2022</td> <td>£36,861.22</td> </tr> <tr> <td>NatWest</td> <td>RESERVE ACCOUNT 23/05/2022</td> <td>£37,533.01</td> </tr> </table> <p>Uncashed cheques:</p> <table border="1" data-bbox="167 1406 1102 1832"> <tr> <td>3051 Shire Lumsden</td> <td>130.00</td> </tr> <tr> <td>3052 Alan North</td> <td>62.00</td> </tr> <tr> <td>Total Uncashed cheques</td> <td>192.00</td> </tr> <tr> <td colspan="2">Receipts NOT shown on bank statements at 23/05/2022</td> </tr> <tr> <td>Ref: Parish Field Rent 2022-2023</td> <td>300.00</td> </tr> <tr> <td>Ref 44: Allotment Fee 2022-2023</td> <td>5.00</td> </tr> <tr> <td>Ref 23: Allotment Fee 2022-2023</td> <td>5.00</td> </tr> <tr> <td>Ref 1: Allotment Fee 2022-2023</td> <td>5.00</td> </tr> <tr> <td></td> <td>£315.00</td> </tr> </table> <p>Closing Balance As At 23/05/2022 £74,517.23</p> <ol style="list-style-type: none"> To note receipts and approve the following payments and any others that arrive after publication of the agenda: Clerk noted typing error on Agenda for amount for BHIB Insurance and also total amounts (see correction below). Clerk to check position 	Nat west	CURRENT ACCOUNT 23/05/2022	£36,861.22	NatWest	RESERVE ACCOUNT 23/05/2022	£37,533.01	3051 Shire Lumsden	130.00	3052 Alan North	62.00	Total Uncashed cheques	192.00	Receipts NOT shown on bank statements at 23/05/2022		Ref: Parish Field Rent 2022-2023	300.00	Ref 44: Allotment Fee 2022-2023	5.00	Ref 23: Allotment Fee 2022-2023	5.00	Ref 1: Allotment Fee 2022-2023	5.00		£315.00	Clerk Cllr Field Clerk
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regarding reading water sub-meters. Cllr Field to check with contractor to check the physical position of the sub-meters.	Cllr Field
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RECEIPTS			
Date	Payee	Detail	Amount
29/04/2022	NatWest	Interest	£1.92*
13/05/2022	NatWest Current Account	Bank Transfer from Current Account to BR Account	£10,000.00
			*BR Account
28/04/2022	WNC	DDC	£21,700.00**
05/05/2022	Various	Allotment Rents 2022 - 2023	£170.00**
			**Current Account

PAYMENTS						
Invoice	PAYEE	PURPOSE	CHQ/DD	Total Amount Including VAT	VAT	Amount Excluding VAT
April 2022	SSE	Electricity Supply 02.04.2022 - 03.05.2022	DD	109.48	5.21	104.27
LCO02176- 654775	BHIB Ltd	Annual Insurance cover 01 June 2022- 31 May 2023	Chq	1,008.15	0.00	1,008.15
	A Billing - Salary	Clerk's Salary May 2022	Chq	733.50	0.00	733.50
1a & 2a	V Bartley Bartley's Landscaping & Maintenance	Inv: 1a Repairs to Closed Cemetery wall as per PO £520.00 Inv:2a Cost of extra repairs to Closed Cemetery wall £100.00	Chq	620.00	0.00	620.00
4087	N&P Garden Services	Grass Cut inclu Eastfield Park w/c 09/05/22 £615.00 & w/c 23/05/22 £615.00 Plus £5.00 cheque fee	chq	1,482.00	247.00	1,235.00
	A Billing - Expenses	Clerk's Expenses May 2022 (10.05.2022 - 25.05.2022)	chq	40.46	0.00	40.46
8990917	Viking Payments*	Jubilee Fete: soap, disposable gloves, first aid supplies, rubbish bags	chq	42.65	7.11	35.54
GB220523- LA4833989	A Billing*	Reimburse Payment: Jubilee Printing Cartridge People Canon PG-540XL CL-541XL Original High Capacity Black & Colour Ink Cartridge 2 Pack	chq	£41.99	0.00	41.99
7053	Barbara Osborne Business Services*	Payroll Services Apr 2022 - Jun 2022	chq	67.50	0.00	67.50
00022167	Shire Lumsden Ltd*	200 Litter Certificates	chq	36.00	6.00	30.00

26.03.2022	BVH&PFA*	Hire of Hall Jan, Feb & Mar 2022 & Wi-Fi	chq	55.00	0.00	55.00
Ref: 1000000360591	A Billing*	Reimburse Payment: Land Registry search for Title Register and Title Plan for Allotments	chq	6.00	0.00	6.00
10244	Bouncy Macs Ashley James*	Chairs x 40 Jubilee Fete	chq	80.00	0.00	80.00
00022168	Shire Lumsden Ltd*	R&A Leaflets May 2022 1000 Fete & Jubilee Leaflets	chq	270.00	0.00	270.00
	Waves*	Water Supply	DD	88.00	0.00	88.00
02/06/2022 203031276801	IONOS*	Website Fee	DD	10.80	1.80	9.00
	Land Registry*	Copies of Title Register NN85599 Title Map and boundary @ £7.00 each	chq	14.00	0.00	14.00
				£4,705.53	£267.12	£4,438.41

*Where Invoice/Receipt received after agenda was published

19.	Discuss approach to the Litter Group funds. Deferred until clerk has spoken to Internal Auditor at NCALC.	Clerk
20.	Resolve to discuss and approve the purchase of accessories for the badge making machine (Mylar and components for 200 pin badges. £16.38 per 100 x 2, Total Price of £32.76 plus P&P) for the Litter Group. Approved. Resolve to approve the purchase of 3 x £15 (£45) book tokens as prizes for the Litter competition at the school. Approved.	Clerk
21.	Resolve to consider and approve annual subscription to CPRE (Campaign to Protect Rural England) £36.00. Approved. Cllr Read noted that CPRE actively campaign to protect rural communities and act in our interest and this information is circulated.	Clerk
22.	To approve and readopt/adopt the following policies for Financial Year 2022 - 2023: a) Financial Management & Risk Assessment Policy – 7 June 2021 b) Performance Management & Appraisal Plan - Policy – 7 June 2021 c) Terms of Reference for Events Working Group – January 2022 d) Allotment Risk Assessment – January 2022 e) Closed Cemetery Risk Assessment - January 2022 f) Internal Control Policy – March 2022 Polices need to be readopted within the financial year 2022 – 2023. All readopted.	Clerk

23.	Planning & Development.		
	Application & Date Comments Due	Location	Description
	WNS/2022/0871/LDE Comments by 09/06/2022	Abc Leisure Group Ltd Chandlery Gayton Marina Facilities Building Blisworth Arm	Certificate of Lawfulness for proposed development for storage container sited in grounds.

	Blisworth NN7 3ER	
No comments		
WNS/2022/0992/DCOR For information only	NGRFI Land west of M1-J15	Requirement 8 (2), Site Notices and Advertisements - Works no 4 (1)(m) and 5 (see 'Further Works' (2) (k)) Part of Requirement 3 (1) (i) [Approval of details pursuant to Schedule 2 Requirement of The Northampton Gateway Rail Freight Interchange Order 2019].
WNS/2022/0999/FUL Comments by 14 June 2022	39 Buttmead, Blisworth, Northamptonshire, NN7 3DQ	Proposed single storey rear extension.
No comments		
Received after the agenda was posted WNS/2022/1019/DCOR FOR INFORMATION ONLY	NGRFI Land west of M1-J15	Requirement 12 Construction Environmental Management Plan for Works No 2 (Rail Terminal) DCO Requirement 3 (1) (b) - rail infrastructure and rail terminal [Approval of details pursuant to Schedule 2 Requirement of The Northampton Gateway Rail Freight Interchange Order 2019].
Advise from NCALC regarding planning application notifications which don't require responses from the council stated that it's perfectly acceptable to include the item on the agenda because it's for information only and no decision is required for which there'd be 3 days' notice.		

24.	<p>Village Maintenance & Open Spaces:</p> <p>a. Play area:</p> <p>i. Monthly safety inspection report: Update from Cllr Wilson. No physical issues noted.</p> <p>ii. Signage for Eastfield Play Area – Update from Clerk. Signage in process of being made.</p> <p>iii. Resolve to agree the proposed plan for new play equipment at Eastfield Play Area in Blisworth: Update from Cllr Wilson. Cllr Wilson reviewed the plan (circulated ahead of the meeting. Agreed. Clerk to inform Wicksteed.</p> <p>iv. Resolve to agree Play Area annual inspection costs and supplier and who will accompany visit. Resolved to proceed with Wicksteed accompanied annual inspection as this will allow councillors to have a better understanding of the final report in addition to witnessing the actual inspection.</p> <p>b. Defibrillator: Confirmation of satisfactory checks and any issues. Update from Cllr Read. No issues noted.</p> <p>c. Allotments & Closed cemetery: Update from the Chairman. All allotment holders issued with copy of the Allotment Risk Assessment. The work on the Closed Cemetery wall had been completed. Chairman to continue to monitor and deal with ivy growth.</p>	Clerk Clerk Chairman
25.	Councillor Surgery – Resolve to agree on a representative from the Council for 14th June 2022. Cllr Brown and Cllr Hawkins agreed to attend.	Cllr Brown Cllr Hawkins
26.	Discuss training and resolve to approve attendees for NCALC course: Land and Property Registration. Clerk and Cllr Read to attend.	Clerk Cllr Read

27.	Discuss approach to the request for a 25-year lease of allotment land from Blisworth Football Club Limited. Update from Clerk. Clerk has established that the allotment land off Courteenhall Road is registered with Land Registry and has a completed OC2 form to obtain a legal copy of the Title Register and Title Plan. WNC stated their operative in their legal department is on leave until 06.06.22. Clerk is awaiting response from WNC. Clerk to contact solicitors and pursue WNC for further advice to establish if the Council can legally set up a lease for 25-30 years to support the Blisworth Football club.	Clerk
28.	Public Session: a. District Councillor Report. Chairman read the report. Cllr Read to publish part of the report on Blisworth Council Facebook page. b. Members of the public. Member of the public asked if there is any legal reason why the Clerk's Report could not be published and commented that the paths by the allotments along Stoke Road were increasingly overgrown and difficult to navigate.	Cllr Read
29.	Response to issues raised in the public session. Clerk will need to redact any names on the Clerk's Report in line with data protection. This issue will need to be discussed at the next Council meeting subject to clarification regarding data protection and the impact on the available Clerk time. Cllr Gardner commented that sections of corner of Connegar Leys were not being mowed. Cllr Hawkins raised issues regarding the areas of stinging nettles along High Street. Cllr Field raised the issue of overhanging shrubs along High Street resulting in difficulty walking along the path. Clerk to contact grass contractor and to contact homeowners in High Street regarding overgrown shrubs. Member of public asked the Chairman (ahead of the meeting) if it would be possible to paint the step to the shelter as a member of the public had recently fallen over the step. Chairman to obtain paint and paint the step.	Clerk Clerk Chairman
30.	To agree the date of next meeting Monday, 4th July 2022 at 7.30pm. Agreed	
31.	Close. Meeting closed at 10:00 pm.	

Signed:

Chairman..... Date: