

BLISWORTH PARISH COUNCIL

Address: 48 Pond Bank, Blisworth, Northamptonshire, NN7 3EL

Email: blisworthparishcouncil@gmail.com

Website: <https://parish.blisworthvillage.org>

Minutes of the **Annual Meeting** of **Blisworth Parish Council** held in Blisworth Village Hall on **Tuesday 2nd May 2023 at 7.30 pm.**

Present: Cllr Billing, Chair
Cllr C Read MBE, Vice-Chair
Cllr D Wilson
Cllr W Root
Cllr B Brown
Cllr M Field
Cllr J Hawkins

Also present: Clerk: Angela Billing
2 Members of public

		Action
1.	Election of Chairman and Declaration of Acceptance of Office. Cllr Stephen Billing was proposed as Chairman for 2023/24, all in favour. Cllr Billing was duly elected Chairman. Cllr Billing signed the Declaration of Acceptance of Office at the end of the meeting, in the presence of the Clerk.	
2.	Election of Vice Chairman. Cllr Chris Read was proposed as Vice-Chairman for 2023/24, all in favour. Cllr Chris Read was duly elected Vice-Chairman.	
3.	Election of Finance Councillor. Cllr Bill Root was proposed as Finance Councillor for 2023/24, all in favour. Cllr Bill Root was duly elected Finance Councillor.	
4.	To receive apologies. Apologies received from Cllr Gardner and District Councillor Cooper. The Council resolved to accept the apologies.	
5.	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.	
6.	To receive and approve for signature, the minutes of the Ordinary meeting held on Monday, 3rd April 2023. Noted that minutes of the Ordinary meeting held on Monday, 3rd April 2023, Minute Point 20 (e): Note change to Payments: NCALC issued incorrect invoice for £1,004.94 (Gross). New invoice received from NCALC (after the 03/04/2023 Meeting) for £997.82 Gross, £53.20 VAT, £944.62 Net of VAT. Note change to Bank reconciliation: £67,595.33 (as incorrect cheque was not issued). Approved.	
7.	To note any matters arising from the minutes not included on the agenda for report only. None noted.	
8.	Clerk's report circulated separately. Noted.	
9.	Public Session: a. District Councillor Report. Circulated separately. Cllr K Cooper's report noted on the Anesco Solar Farm proposal Appeal, Gayton (see Minute Point 17 below). b. Members of the public. A member of the public discussed the arrangements for the King's Coronation Celebrations and the latest draft for the Blisworth Directory.	

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10.	<p>Response to issues raised in the public session.</p> <ul style="list-style-type: none"> a. District Councillor Report. See Minute Point 17 below. b. Members of the public. <p>Councillors thanked all the volunteers that helped to organise the King's Coronation and also thanked Blisworth Primary School children for donating their paintings to celebrate the King's Coronation.</p>																
11.	<p>Planning and Development.</p> <table border="1"> <thead> <tr> <th>Application & Date Comments Due</th><th>Location</th><th>Description</th></tr> </thead> <tbody> <tr> <td>WNS/2023/0473/FUL</td><td>4 Towcester Road Blisworth NN7 3BL</td><td>Proposed two storey side extension and alterations.</td></tr> <tr> <td>Comments by 9 May 2023.</td><td></td><td></td></tr> <tr> <td>No comments.</td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Application & Date Comments Due	Location	Description	WNS/2023/0473/FUL	4 Towcester Road Blisworth NN7 3BL	Proposed two storey side extension and alterations.	Comments by 9 May 2023.			No comments.						Clerk
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12.	<p>Correspondence from social media: Update from Cllr Read. No direct contacts through social media this month. Our total number of followers has increased by 5 residents to 235 people (69.5% of our followers are listed as women and 103 are listed as resident in Blisworth, the remainder listed in Northampton/Road/Towcester). We have had a post reach of 576 people (people who have our messages on their social media feeds) and a direct engagement (clicks) of 148 people. Our top performing post in the period was our post concerning the update concerning the data from the VAS machines. This led to 162 people reached and 62 direct engagements, 6 comments and 1 like. Updates on traffic issues attracts the attention of residents. A resident alerted the Council to an issue with one of the swings at Eastfield Play Area.</p>																
13.	<p>Police & Neighbourhood Watch Scheme: Update from Cllr Read. We have no change to the 67 members registered on the Neighbourhood alert scheme and no alerts have been issued for our village. Regular updates about local crime and matters of priority within South Northants on Neighbourhood Alert: www.northamptonshireneighbourhoodalert.co.uk/. These are also published on the Parish social media. Using this system complies with GDPR. The beat bus with local police representation visited the village on Wednesday 26 April at 3pm and this was advertised on social media. An alert of a motorbike theft in Ladyfield.</p>																
14.	<p>Report on data from SID/VAS devices: Update from Cllr Read. From 02/04/2023 to 30/04/2023 there were 144547 vehicles which is almost the same figure as Courteenhall Rd and Stoke Rd combined. Average speed was 36.9mph and max 88mph.</p> <p><u>VAS unit in Stoke Road</u></p> <p>In the period between 1 Apr and 30 Apr 2023 (30 days) there were 86,053 vehicle movements (2,868 per day) with an average speed of 29.6 mph and 85% of vehicles were travelling below 34 mph. These figures reflect a small drop in minimum average speeds and a 21% increase in vehicle movements over the month, which we assume was caused by the closures in Courteenhall Road. The top speed recorded was 83 mph.</p> <p><u>VAS unit in Courteenhall Road</u></p>																

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	In the period between 1 Apr and 30 Apr 2023 (30 days) there were 60,566 vehicle movements (2,018 per day) with an average speed of 33.2mph and 85% of vehicles were travelling below 42 mph. This is consistent with previous months, there was a 40% reduction in traffic during the month due to the various road closures that have been in force. The top speed recorded was 86 mph. There was a 40% drop in vehicle traffic in Courteenhall Road due to the road closures. There was 20% increase in vehicle traffic in Stoke Road but the amount of traffic recorded at Towcester Road remained unaffected by the Courteenhall Road closure. Speeding camera sign on Stoke Road has been repaired by Highways.	
15.	<p>Gateway Update. Update from Cllr Wilson. Cllr Wilson reported on the following issues at the last meeting with SEGRO:</p> <p>1. Highlighted to SEGRO and West Northants Council (WNC) representatives, the current impact of the SEGRO development on the local roads and the fact that the proposed S106 payment will not be sufficient to meet the repair costs of the ongoing degradation of the local roads and the health and wellbeing of the local residents.</p> <p>Cllr Wilson stated that the response at the meeting was that the S106 payments were not intended for repairs to the roads, as this is Highways' responsibility. WNC have been given two small additional amounts of money towards road repairs.</p> <p>2. To ask for advance warning about road closures, including advance warning signage to notify drivers of forthcoming road closures so that they can plan alternative routes.</p> <p>3. In light of the increasing volume of HGV traffic through the village and particularly along the subsidence area in Stoke Road, Blisworth to ask SEGRO, WNC representatives and Highways to work together to display temporary advisory signage to deter vehicles over 3 tonnes accessing Stoke Road.</p> <p>4. As part of a more permanent resolution, future signage should reflect that the roads are not suitable for HGV traffic and are for local access only.</p> <p>Response to points 2, 3, and 4 were more positive, though they could not provide weekly updates regarding proposed works.</p>	
16.	Discuss response to TR050006 – Northampton Gateway Rail Freight Interchange decision and agree next steps. Cllr Root to draft letter to Andrea Leadsom MP in light of the recent decision to allow SEGRO (Northampton Gateway Rail Freight Interchange) to amend the conditions of the DCO and allow the opening of warehousing units ahead of the completion of the rail-freight interchange.	Cllr Root
17.	Discuss response to Anesco Solar Farm proposal Appeal, Gayton and agree next steps. Agreed that Blisworth Parish Council would draft an objection to support Gayton in particular with regard to traffic flow during the construction/maintenance phases of this development. Cllr Brown will attend the appeal to represent Blisworth Parish Council and Blisworth residents.	Cllr Brown Clerk to send copies of previous objections
18.	<p>Agree response to Local Government Boundary Commission. Agreed to submit concerns regarding:</p> <ul style="list-style-type: none"> • The large size of the proposed Hackleton-Roade district • Concerns that 2 district councillors will not be enough to cover such a wide area. • Concerns that they will not be able to provide equitable service for all the different parishes/villages. 	Clerk
19.	Discuss arrangements for Annual Parish Meeting (for residents of Blisworth Parish) and agree next steps. The date for the Annual Parish Meeting had been agreed, at a previous	Clerk &

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	Parish Council meeting, as 22 nd May 2023 at 7:30 at the Village Hall. Agreed to create fact boards to explain each of the future Blisworth Parish Council proposals to spend funds, with a voting system to canvas residents' opinions, including options to submit votes/opinions at various locations in the village for residents that may be unable to attend the meeting. Clerk and Cllr Brown to create posters. Cllrs Read, Hawkins, Brown and Root to create fact boards. The Blisworth Baptist Church volunteered their services to help publicise the meeting. Agreed to provide refreshments; any proceeds to go towards purchase of seeds/plants to establish move diversified planting at the Closed Cemetery.	Cllrs Read, Hawkins, Brown and Root
20.	<p>Village Maintenance & Open Spaces:</p> <ul style="list-style-type: none"> a. Play area: Monthly safety inspection report: Update from Cllr Wilson. Cllr Wilson and Cllr Read agreed to tighten the bolts on the swing and bench. b. Defibrillator: Confirmation of satisfactory checks and any issues. Update from Cllr Read. Monthly check was undertaken and no issues were identified. The defibrillator was re-registered with the local ambulance service system, "The Circuit," on 7 April 2023. c. Allotments & Closed Cemetery. Cllr Billing recorded that a resident had noted that a fence at the allotments would impact on the traffic along the track to the Playing Field and the football club. Agreed that Cllr Billing to contact Broadstone Developments to discuss proposals to amend the line of fencing. 	<p>Cllr Wilson & Cllr Read</p> <p>Cllr Billing</p>
21.	<p>Internal Control:</p> <ul style="list-style-type: none"> a) Internal Control Checklist: Update from Cllr Brown. No issues. Detailed records. b) Financial & Management Risk Assessment: <ul style="list-style-type: none"> i. To receive declarations of gifts/hospitality and review record of gifts/hospitality received by Councillors or the Clerk to date. None received. 	
22.	Resolve to agree amendments to BPC S137 Policy and Form. Discuss request for an S137 grant from Blisworth Baptist Church for £450.00 towards costs for stocking the Leisure Hall. Amendments to BPC S137-Policy and Form agreed. S137 grant request by Blisworth Baptist Church agreed in principle with the view to confirm at the June full Council meeting in line with the new amendments to the BPC S137 Policy. Clerk to display details of S137 Policy more prominently on Blisworth Parish Website.	Clerk
23.	Resolve to adopt the Dignity at Work Policy. Agreed.	
24.	<p>Resolve to sign the Civility and Respect Pledge.</p> <p>By signing the Pledge, Blisworth Parish Council is agreeing that the Council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles. Agreed. Cllr Read noted that it is a pleasure to work with and be a part of the Parish Council due to the respect afforded to members. All Councillors and Clerk concurred.</p>	
25.	Resolve to agree GDPR Security Compliance checklist. Agreed.	
26.	To approve and readopt BPC Financial & Management Risk Assessment Record. Agreed.	
27.	Resolve to renew the Human Resources Committee Terms of Reference and resolve to reappoint committee members. Agreed.	
28.	Resolve to reappoint core members for Finance Working Group. Agreed.	
29.	Resolve to reappoint the Police Liaison Representative. Cllr Chris Read was proposed as Police Liaison Representative for 2023/24, all in favour. Cllr Chris Read was duly reappointed as Police Liaison Representative.	
30.	Resolve to renew the Events Working Group members. Agreed that the Events Working Group would be terminated after the King's Coronation weekend.	

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31.	Resolve to approve the updated Asset Register for April 2023. Update from Cllr Read. Agreed.	
32.	<p>To approve and readopt/adopt the following policies:</p> <ol style="list-style-type: none"> 1. BPC Asset Register Policy 2. BPC Complaints-Procedure 3. BPC Data Protection Policy 4. BPC Data-Breach-Policy 5. BPC Disciplinary Policy 6. BPC Equality Diversity Policy 7. BPC Finance Working Group Terms of Reference 8. BPC Financial Reserves Policy 9. BPC Freedom of Information Policy 10. BPC Human-Resources-Committee-Terms-of-Reference 11. BPC Internal Control Policy 12. BPC Internal Controls Checklist 13. BPC IT and Communications Policy 14. BPC Performance Management Appraisal and Development Plan Policy 15. BPC Record of gifts/hospitality received by Councillors or the Clerk 16. BPC Records-Retention-Policy 17. BPC s137-Policy and Form 18. BPC Social-Media-Policy 19. BPC Standing Orders 20. BPC Subject-Access-Request-Procedure 21. BPC Training and Development Policy 22. BPC Website Accessibility Policy 23. BPC Asset-Register 24. BPC-Financial-Regulations 25. BPC-GDPR-Data-Map 26. BPC-Grievance-Policy 27. BPC-Media-Request for Information Policy 28. Code-of-Conduct May 2022 29. Events Working Group 30. GDPR-councillor-resignation-checklist 31. RA Allotments 32. RA Closed Cemetery <p>Above policies had been circulated ahead of the meeting and were all agreed for readoption.</p>	
33.	<p>To resolve to agree membership of Northants CALC and NALC for 2023/24. Agreed.</p> <p>To resolve to appoint Northants CALC Internal Audit Service 2023/24. Agreed.</p> <p>To resolve to appoint Northants CALC DPO Service as the Council's Data Protection Officer 2023/24. Agreed.</p> <p>To resolve to agree the Calendar of Meetings of the Council for the year 2023/24 as the first Monday of each month, where possible. Agreed.</p> <p>To resolve to agree arrangements for dealing with Planning Applications:</p> <p>Clerk to check WNC Planning Application website and circulate planning applications as soon as possible. An extension to be obtained if necessary and response from consultation to be made after next meeting. Agreed.</p>	
34.	Finance & Administration	

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Banking Issues:

- a. Bank reconciliation to 31/03/2023 to close end of year accounts for 2022/2023. Circulated separately prior to meeting. Bank reconciliation as of 31 March 2023 £69,499.88. Checked by Cllr Field and signed by the Chairman.
- b. Annual subscription/grant aid in support of SNAST Neighbourhood Watch for £25.00 for the period June 2023 - May 2024. Noted that SNAST have kindly taken a decision to suspend request for subscriptions for one year.
- c. Review quotes for grit bin for Westbrook Alley. Agreed to purchase a 50L capacity, grit bit with the more expensive yellow option (due to increased visibility) from Gritbins.
- d. Review quote for Annual Insurance Cover and discuss next steps. Agreed to renew insurance for 2023-2024 with BHIB for £1003.86. This is cheaper than last year's cover at £1008.15 by £4.29.
- e. Review option to transfer savings to Skipton Community Saver account. Proposal to Move Funds to Higher Earning Interest Skipton Account Report circulated ahead of the meeting. Agreed to transfer £44,306.34 from the NatWest Business Reserve Account to the NatWest Current Account. Clerk to issue cheque for Skipton Account to the value of £52,746.73 from NatWest Current Account.
- f. To note receipts and approve the following payments and any others that arrive after publication of the agenda: Invoices received after publication of the Agenda: Clerk's Salary April, HMRC Nat. Ins. Employer Contributions for April 2023 Salary and Clerk's Expenses (01.04.2023 - 01.05.2023). Broadstone Developments deposit of 15% of the total cost equal to (£1,330.40) for Fencing and Gates at the Allotments. Agreed. Noted receipts from Allotment Rents for £141.00.

RECEIPTS

Date	Payee	Detail	Amount
31.03.2023	NatWest	Interest	£39.30*
			*BR Account
05/04/2023 – 20/04/2023	NatWest	Allotment Rents	£141.00**
			** Current Account

PAYMENTS

Invoice	PAYEE	PURPOSE	CHQ/DD	Total Amount Including VAT	VAT	Amount Excluding VAT
521877620/0022	SSE	Electricity Supply 02.02.2023 - 01.03.2023	DD	112.82	5.37	107.45
28065	Merland Copy Shop Ltd	1000 King's Coronation Leaflets	3219	50.00	0.00	50.00
LW-237396	Reimburse A Billing for payment to My- Accessories.co.uk	G38PIN_METAL Badge Pin components for King's coronation	3220	52.66	0.00	52.66
	Waves	Water Supply - May	DD	55.00	0.00	55.00

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2030 336025519 30/04/2023- 31/05/2023	IONOS	Website Fee - 01/05/2023 - 31/05/2023	DD	6.00	1.00	5.00
Month 1 2023-2024	A Billing - Salary*	Clerk's Salary April 2023	3221	783.50	0.00	783.50
120PF003233662401	HMRC - Nat. Ins.*	HMRC Nat. Ins. Employer Contributions April 2023 Salary	3222	3.52	0.00	3.52
	A Billing - Expenses*	Clerk's Expenses (01.04.2023 - 01.05.2023)	3223	26.10	0.00	26.10
1235	Broadstone* Development (Northants) Ltd	15% Deposit for Allotment Security Fencing	3224	1,330.40	221.73	1,108.67
Totals				£2,420.00	£228.10	£2,191.90

***Where Invoice/Receipt received after agenda was published**

35.	Councillors' reports and items for future agenda. a) Response to notification from Canal and River Trust to remove dog waste bins along the Blisworth Canal tow-path. b) Complaints with regard to pollution caused by canal boats c) Representatives from the Council for the Village Hall and Playing Field Association. d) Registration of the Royal Oak as a Community Asset and discussion regarding other entertainment/food venues in the village. e) Cllr Billing read a letter from the Blisworth Baptist Church thanking Blisworth Parish Council for the financial support for the Welcoming Warm Space initiative and for the councillors help to man the sessions. Blisworth Baptist Church also thanked the Council for the council surgeries.	
36.	Council Surgery – Resolve to agree on a representative(s) from the Council for Tuesday, 9th May 2023. Resolved that Cllr Brown will attend on Tuesday, 9th May 2023.	
37.	To agree the date of next meeting Monday, 6th June 2023 at 7.30pm. Noted that the date of the next meeting is Monday, 5th June 2023 (not 6th June). Agreed.	
38.	Close. The meeting closed at 9.17 pm.	

Please see the clerk for a copy of the signed minutes.