

**LOCATION:** Brigstock Village Hall No. 62

**DATE:** Wednesday 14<sup>th</sup> May 2003 07:30 P.M.

**PRESENT: - Councillors** Mrs. B Langley (Chair), Mrs. B Simon,  
Mrs. D Solesbury, Mr B Fitton, Mr A Windatt, Mr J Steward  
Mr J Harca (Co-Opted)

**APOLOGIES** Councillors Mrs S Wilks

Item No	Subject	Action	Target Date
<b>62.0</b>	<ul style="list-style-type: none"> <li>Prior to the commencement of the Parish Council Meeting all councillors signed the 'Declaration Of Acceptance Of Office Of Councillor'.</li> <li>Mrs Wilks was not present, the signing of her declaration was postponed to the next meeting.</li> <li>The councillors present were given the Declaration of members interest document to complete, this must be returned to the clerk within 28 days.</li> </ul>		
<b>62.1</b>	<b><u>Election of Chair</u></b>		
62.1.1	Mrs B Langley was proposed by Mrs B Simon and seconded by Mrs D Solesbury. Mrs Langley accepted		
<b>62.2</b>	<b><u>Election of committee members</u></b>		
62.2.1	Mr Fitton, Mrs B Simon and Mrs B Langley were unanimously voted to the planning committee. Mrs Simon and Langley stated that they would only sit on the committee for 6 months.		
62.2.2	Mrs B Simon was elected Chair to the planning committee		
<b>62.3</b>	<b><u>Public Forum</u></b>		
62.3.1	Mr Kendal requested copies of Meeting reference notes 58.4.6 and 56.9.3		
62.3.2	<p>There was serious concern at the quality of the decision-making process by the police after the accident on the by-pass where the road was closed and traffic diverted through the village.</p> <p>No traffic control was available and chaotic traffic volumes were through the village as children were leaving school. Police action was not considered appropriate.</p>	N. Searle	18/06/03
<b>62.4</b>	<b><u>Apologies For Absence</u></b>		
	Mrs S Wilks		
<b>62.5</b>	<b><u>Minutes Of Previous Meetings</u></b>		
	Minutes of Meeting 61 were agreed as an accurate record of the proceedings and signed by the chair as such.		

**62.6        Matters Arising**

62.6.1        61.4.2 60.5.4 59.9.1 Letter sent to Bletsoes accepting Mr Spencers offer to renew the lease early. Response has not yet been received. Clerk to send letter enquiring as to the current position. **Action** Letters have been sent 18<sup>th</sup> Jan 03, 25<sup>th</sup> Feb 03 and 25<sup>th</sup> March 03 plus subsequent telephone calls, no response to date.

**Agenda item for next meeting**

N Searle

18.06.03

62.6.2        60.3.3 **Mr Hayhurst CAB** Clerk asked to write to the surgery (attention Dr Brown) to explore the use of the facilities one day per month as a pilot, and communicate with Mr Hayhurst as to the outcome.

**Action Taken** Written to Dr Brown waiting response. Chase Dr Brown with e-mail.

Dr. Browns practice administrator has written and agreed that the CAB can use the surgery. The necessary details have been passed to the CAB to make the arrangements direct with the practice.

**COMPLETED**

62.6.3        60.13.2 Clerk asked to confirm the position with our insurers if a skateboard facility was constructed on the meadow.

**Action Taken** Letter sent to Cornhill waiting response

Letter received **COMPLETED**

62.6.4        60.17.2 **Meadow trees adjacent to play group** S Wilks had received an estimate for the work of £280: The clerk was instructed to get an additional estimate and arrange for the work to be undertaken. Two estimates were requested but none received. Order for work by original contractor to be undertaken issued.

**COMPLETED**

62.6.5        61.4.12, 60.18.21 Letter from East Northants Housing was received outlining a potential new development of affordable housing. There was a question as to:-

- if there was an actual need for the housing at present
- did the proposed provision comply with the recent survey and
- how would perpetual local provisioning be maintained.

Clerk to write to Housing Association

**Action taken** Letter sent to Steve Watson outlining the above points and inviting him to June meeting **COMPLETED**

62.6.6        61.4.13, 60.18.22 Mr Cammack sent letter with correspondence attached regarding rural transport. The signatory of the attachment will be written to inviting them to give a talk on the services they provide to the Parish Council. **Action taken** response received from letter and will give a presentation at July meeting **COMPLETED**

62.6.7        61.4.14 60.19.3 Reported that the rubbish bin in the swing park had been damaged. Clerk to write and report damage. **Action taken** Reported to NDC (Cherry French) by telephone Action old bin replaced **COMPLETED**

62.6.8	61.4.15, 60.19.4 Mr Adams informed the council that Mr Shiells had tendered his resignation. Mr Adams informed the meeting that Mr Moore would be interested in taking on the position this was agreed.  The Parish Council unanimously wished Mr Shiells well for the future and gave their thanks for all his support and work for the Parish over many years. <b>Action taken</b> Mr Shields salary cheque sent and a letter of thanks from chair. <b>COMPLETED</b>		
62.6.8	61.10.1 Three letters had been sent regarding the early renewal of the lease, no response to date. <b>Action</b> Mr Bletsoe had telephoned to say that he would be starting work on this during the second week May <b>Agenda item June meeting</b>	N. Searle	16/06/03
62.6.9	61.9.1 S. Wilks was not present to give an update. <b>Action</b> Add as an agenda item at next meeting	N Searle	18/06/03
62.6.9	61.10.3 Contract between cricket club and Parish Council <b>Action</b> Agenda item for May meeting		
62.6.10	61.11.1 Mrs Sally Wilks has completed the necessary documentation and provided a map. This would be sent off as soon as the application fee cheque for £15 was signed. <b>COMPLETED</b>		
62.6.11	61.13.1 It was agreed to purchase the mower selected by Mr Allan from Focus. Make Champion, model RL464SP 5hp 18inmch blade self propelled. The cost was approximately £199:00. It was agreed that the clerk could purchase and claim the cost back. <i>Mrs Simon stated that before purchase it must be confirmed that the mower is self-propelled.</i> <b>Action</b> New mower purchased and delivered <b>COMPLETED</b>		
62.6.12	61.15.1 Mrs B Simon was elected as the Parish Council member (trustee) to the Brigstock Charities to fill the vacancy on the resignation of Mrs Douglas. <b>Action</b> Clerk to write to Brigstock Charities trustees informing them of Mrs Simon appointment. <b>COMPLETED</b>		
62.6.13	61.16.1 In response to a letter from Mrs S Becket the council decided that the traditional care boot sales for the village organisations could go ahead and the charge would remain the same at £30:00 per sale. This fee would be reviewed May 2004. <b>Action</b> Clerk to send letter to Mrs Becket informing her of the council's decision <b>COMPLETED</b>		
62.6.14	61.17.2 Letter from Mr Phil Hope to retiring councillors. <b>Action</b> Clerk to add copy to meeting notes as all councillors were not present <b>COMPLETED</b>		
62.6.15	61.17.5 East Northants Rural Transport Partnership. Letter received to confirm they will be able to come to a parish council meeting to give an overview of their activities. Date they suggested was 16 <sup>th</sup> July. This was agreed. <b>Action</b> Clerk to write and confirm date. <b>COMPLETED</b>		
62.6.15	61.17.8 Update from CAB received. Still waiting for response from Dr Brown as to the possibility of using the surgery. <b>Action</b> Clerk instructed to e-mail copy of the letter posted to his Brigstock address. <b>COMPLETED</b>		

62.6.16	61.17.6 East Northants Housing Letter sent in response to their correspondence of 20 <sup>th</sup> Feb inviting them to the June meeting <b>COMPLETED</b>		
62.6.17	61.18.1 B. Simon requested a plan of the conservation area <b>Action</b> Clerk to contact District council for information_ Map detailing conservation area received_ <b>COMPLETED</b>		
<b>62.7      <u>Parish Councillors co-option</u></b>			
62.7.1	Mr John Harca was unanimously co-opted onto the council and signed the 'Declaration Of Acceptance Of Office Of Councillor'. Copy of code of conduct and Declaration of interests documentation given to Mr Harca for returning within 28 days to the Clerk		
62.7.1	Three other names were accepted to be considered for co-option <ul style="list-style-type: none"> <li>• Mrs S Becket</li> <li>• Mr J Chudley</li> <li>• Mrs P Shaw</li> </ul> This will be an agenda item to be voted on May 21 <sup>st</sup> meeting.	N. Searle	21/06/03
<b>62.8      <u>Police Offers Report</u></b>			
62.8.1	Police Office not present. No report received. <b>Action</b> Agenda item for next meeting including bypass traffic issues	N. Searle	21/06/03
<b>62.9      <u>Accounts</u></b>			
62.9.1	<b>Balance brought forward</b>		<b>£3,610.34</b>
62.9.2	<b>Income</b>		
	Brigstock School <i>Meadow rent</i>	£100:00	
	Football club <i>meadow rent</i>	£100:00	
	Alotment rent <i>P Roden</i>	£001:00	
	Precept ENDC	£3,250:00	
	<b>Cemetery</b>		
	Single plot for ashes <i>Mr G Gray</i>	£40:00	
	Headstone <i>Mr C Lord</i>	£23:00	
	<b>Total</b>	<b>£3,514:00</b>	
62.9.3	<b>Payments</b>		
	HLB AVaudit	£141:00	
	Allianz Cornhill insurance	£626:72	
	N J Searle	£199.00	
	(Church mower reimbursement)		
	<b>Total</b>	<b>£966:72</b>	
62.9.4	<b>Balance carried forward</b>		<b>£6,157.62</b>
<b><u>Note to accounts</u></b>			
Payment not received from Rockingham Forest Trust £233:15 and The Brigstock Cricket Club £100: There was also an error by District Council in the BACS transfer of the precept. This is to be corrected in their BACS run.			
<b>62.10      <u>Planning</u></b>			
62.10.1	List of planning status documents see appendix 3		

62.10.2	There was concern expressed over the proposed positioning of the satellite dish for the Co-Op ATM. The planning committee said they would review the documentation before giving a response to ENDC	B Simon	18/06/03
<b>62.11</b>	<b><u>Cricket club</u></b>		
62.11.1	There is a desire to formalise the arrangement between the Cricket Club and the Parish Council. Actions Agreed <ul style="list-style-type: none"> <li>• Contact NALCO regarding advice and model contracts</li> <li>• Set up a meeting between the Cricket Club and Parish Council before June meeting</li> <li>• Write to Mr R Spencer regarding the Roadway in accordance with current lease</li> </ul>	N. Searle N. Searle N. Searle	18/06/03 18/06/03 18/06/03
62.11.2	Mrs Langley stated that she had received a less than pleasant letter of protest from Mr. Smoker which is available should anybody wish to read it.		
<b>62.12</b>	<b><u>The Green and War Memorial</u></b>		
62.12.1	S. Wilks was not present to give an update. <b>Action</b> Add as an agenda item at next meeting	N Searle	18/06/03
62.12.2	Additional quotation had been received via Mr Adams for railing work. Copy to be given to Mrs Wilks	N Searle	18/06/03
62.12.3	Copy of the application form (welcome pack) from Shanks to be given to BL	N Searle	18/06/03
<b>62.13</b>	<b><u>Meadow</u></b>		
62.13.1	Cricket Club have still not paid their rent, reminder to be sent.	N Searle	18/06/03
62.13.2	Mr Bletsoe telephoned to confirm that he had not deliberately ignored our three letters and subsequent telephone calls. His plan was to commence work on this during May		
62.13.3	It was confirmed by Cornhill that the Parish Council Insurance does not cover the road structure installed by the cricket club.		
<b>62.14</b>	<b><u>Meadow Kissing Gate</u></b>		
62.14.1	Mrs Wilks not present. She did give an update via the chair. The project is in progress. In addition to the steps, (which will need to be substantial) it was also thought that a hand rail would also required. <b>Action</b> Agenda item for next meeting	N. Searle	16/06/03

<b>62.15</b>	<b><u>Insurance</u></b>		
62.15.1	Skateboarding. The conditions as required by our insurer for any new skateboard facility to be covered by the Parish Council insurance were read. Copy of letter to be given to Messer's Windatt and Steward. It was pointed out that Mr R Spencer's permission is required.	N Searle	16/06/03
62.15.2	Current policy up for renewal. Overview of cover was given. It was agreed to renew with no changes.	N Searle	16/06/03
62.15.3	Our insurers have confirmed the roadway to the Cricket pavilion is not covered on the Parish Council insurance.		
<b>62.16</b>	<b><u>Correspondence</u></b>		
	See attached list Appendix 2		
<b>62.16.1</b>	<b><i>The following correspondence was tabled at the meeting</i></b>		
62.16.2	Entertainment licence (Village Hall). There was no objection, clerk to action.	N Searle	16/06/03
62.16.3	Countryside Right of Way Act. No action to be taken		
62.16.4	Rockingham Forest Trust invitations to two councillors to go to presentation. Mr Fitton was attending, information available to other councillors should they wish to attend.		
62.16.5	On Line (creation of village website) Mr Windatt took the correspondence and will review and report back	A. Windatt	16/06/03
62.16.6	Insurance renewal and schedule. Renewal agreed <b>Action</b> Pay premium	N Searle	16/06/03
62.16.7	Cornhill Skateboard insurance response. No action at present		
62.16.8	HLB AV audit Completion documentation. Completion documentation signed and will be displayed in Parish notice board for statutory period.	N Searle	16/06/03
62.16.9	A response to Mr Cammack from Councillor Reichhold concerning ABB was read to the Parish Council. Mr Cammack had requested this via the clerk. The Parish Council decided that no action was required.		
62.16.10	Northampton touring arts had communicated requesting if the Parish Council still want to be kept informed of their activities. It was agreed that the information is required.	N Searle	16/06/03

**62.17**      **Any Other Business**

62.17.1	There have been complaints of senior citizens sliding on a new manhole inspection cover top. Clerk to write to authority to see if a more slip resistant cover is available.	N Searle	16/06/03
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62.17.2	Mrs Langley had received a letter from Mrs Escombe in her St John's Cross capacity regarding the possibility of there being someone(s) in the village that would be responsible for holding and being trained to use a defibrillator. The Parish Council could not make any recommendation. Mrs Langley to speak with Mrs Escombe	B Langley	16/06/03
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62.17.3	Standing orders were agreed for the Next Parish Council meeting on the 21 <sup>st</sup> May see Appendix 4		
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**62.18**      **Date Of Next Meeting**

62.18.1	Wednesday 18 <sup>th</sup> June 2003 at 7:30 <i>Provisionally a meeting on Wednesday 21<sup>st</sup> May to discuss the camp with District Council planner</i>		
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61.18.2      **Subsequent meetings**

Wednesday 16 <sup>th</sup> July	Wednesday 15 <sup>th</sup> October
No meeting in August	Wednesday 19 <sup>th</sup> November
Wednesday 17 <sup>th</sup> September	No Meeting in December

<b>Signed</b>	<b>(Chair)</b>
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<b>Date</b>
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**Appendix 1** Items awaiting completion

59.1.1	58.1.1 <i>Concern over the appropriate drainage since the housing development in Old Dry Lane. <b>Action taken</b></i> Letter was sent to Council and response received requesting additional information. Clerk to respond	N. Searle	19/03/03
59.17.2	Damage to the gates in the swing park have been reported. The clerk to write to District Council as it is their responsibility to maintain the park.	N. Searle	19/03/03
59.13.1	58.4.6, 56.9.3. 6/8 High Street. It was agreed that as a <b><i>one off only</i></b> the residents could provide the street lighting to be situated on their property. The Parish Council would contribute to its cost subject to receiving a sensible quotation. Note: It is not intended that this should set a precedent, it will be unlikely that such an arrangement will be repeated. <b>Awaiting installation</b>		
59.4.13	59.17.6 Clerk training It was agreed that the clerk should go on a NALCO training course at a cost of £5. <b>Action</b> Will take training when next programme becomes available (this has been moved to Appendix 1 Items awaiting completion)	N. Searle	19/03/03
60.5.3	59.8.2 Replacement seat on the green. It was agreed that a 1800 Georgian Style (heavy duty) seat should be ordered from Streetmaster Products, Swansea. Cost including delivery £564 + VAT Clerk to order. <b>Action</b> Seat ordered and delivered. Waiting to be put in place <b><u>COMPLETED</u></b> Seat in place		
60.5.6	59.13.2 Street Lighting. As the Parish Council is the lighting authority it was not known if planning permission needs to be obtained. Clerk to get confirmation of status from planning. <b><u>COMPLETED</u></b> Confirmation no planning permission required.		
60.10.2	The new seat for the green had arrived and is awaiting fitting	S Wilks	16/04/03
60.10.3	Tree planting for Bells Close/Stanion Road, Cemetery, Sudborough Road/Barnards Way. Trees had been ordered and would be planted in next few days. Parish to pay bill and claim cost back. <b><u>COMPLETED</u></b> subsequent to the meeting cheque from RFT received.	S Wilks	16/04/03
60.17.1	Pollarding the dangerous willow tree overhanging playgroup. Order issued to do work. Confirm work completed		
	<b><u>2003 Diary actions</u></b> EN Housing on June meeting agenda EN transport partnership to July meeting agenda		
	<b><u>2004 Diary actions</u></b> May 04 Review the fee for Car boot sales on meadow Jan 04 Mrs Langley and Simon due to stand down from Planning committee		



**Appendix 2 Correspondence**

**The following Correspondence has been received for the meeting dated  
14<sup>th</sup> May 2003.**

**From E. N. C.**

- Planning list
- Entertainment licence (Village Hall)
- Councillors information circular
- Planning and licensing committee notes
- Rockingham forum
- ENC Council meeting agenda (MAY)
- Members allowances regulations
- Invitation to Tourism sub group
- Reports on Committees
- Thrapston 20:20 partnership
- Planning documents listed separately
- Conservation area map

**From N. C. C.**

- County Structure Plan
- Countryside Right of Way Act

**From Other**

- Police general update circular
- Society of local council clerks
- Air Ambulance fundraising
- Rockingham Forest Trust invitations
- Copy of letter of complaint to Atkins on grass cutting
- On Line (creation of village website)
- Nationwide (new charges)
- Lakeside surgery
- Mr Harca (Polling Station)
- Insurance renewal and schedule
- Cornhill Skateboard insurance response
- HLB AV audit Completion documentation
- Mr Cammack (letter to)

**Publications**

- Community Transport guide
- Clerks & Councils direct
- Northampton touring arts

### Appendix 3 Planning

#### New planning applications

- EN/03/00367/FUL/PRG Two storey side extension (Plot 4) 7, Woodyard Close
- EN/03/00385/FUL/PRG Single storey rear extension 15, Newtown
- EN/03/00381/FUL Conversion of roof space in garage and external staircase Bushylawn Lodge, Old Dry Lane
- EN/03/00337/ADV/PRG Illuminated sign Co Op 3 High Street, Brigstock
- EN/03/00336/PRG/FUL ATM Cash point and satellite dish Co Op 3 High Street, Brigstock

#### Refusal of planning permission

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#### Planning permission granted

- EN/02/00563/FUL Change of use, arable land to turf Grafton Road, Brigstock
- EN/03/00059/FUL Extension and garage 2 Mill Lane, Brigstock

#### Planning permission granted

- EN/02/00855/OUT Land rear 2 Stanion Road, Brigstock

#### Listed Building Consent

- EN/03/00382/LBC/PMAP Conversion of roof space in garage and external staircase Bushylawn Lodge, Old Dry Lane
- EN/03/00060/LBC Extension and garage 2 Mill Lane, Brigstock

#### Reported to planning and licensing committee

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#### Other

- EN/00/00615/VAR Variation of planning permission Land 4 Stanion Road Brigstock (three year extension)

#### Correspondence

Copies regarding an application for barn conversion 1 Stable Hill Brigstock. 7<sup>th</sup> Apr. Henry and Susan Gotch, 3<sup>rd</sup> April Roy Lund, 10<sup>th</sup> Apr Roy and Jenny Lund, 9<sup>th</sup> April Brian Kendal.

**Appendix 4** Standing Orders

# Standing Orders

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Standing orders governing public forums are as follows.

There is a maximum of 20 minutes allowed on the Parish Council agenda for the public forum. Each member of the public wishing to speak will be restricted to a maximum of 3 minutes.