

**Meeting Number** 64  
**Date Of Meeting:** 18<sup>th</sup> June 2003  
**Location:** Brigstock Village Hall  
**Purpose Of Meeting:** Scheduled Parish Council Meeting  
**Minutes Prepared By:** Nigel Searle  
**Date & Location Of Next Meetings:** Wednesday 18<sup>th</sup> June 2003  
 Brigstock Village Hall @ 7:30  
**Attendees:** Mrs. B Langley (Chair), Mrs. B Simon, Mrs. D Solesbury,  
 Mrs S Wilks, Mr A Windatt, Mr J Steward Mr J Harca,  
 Mrs P Shaw, Mr J Chudley  
**Apologies:** Mr B Fitton, Mrs S Becket  
**Copies to:** All Parish councillors, Mrs Jenny Spencer,  
 Mr. P Atchison, Phil Hope MP

Item No	Subject
64.1	<p><b><u>Public Forum</u></b>            As a result of the presentation from Mr Ingram on affordable housing there were two comments.</p>
64.1.1	Could there be a meeting on the housing survey. The Chair responded that a report had been issued and a copy was loaned to Mr Kendal.
64.1.2	Mr Atchison informed the meeting that 4 affordable houses had been built in Benefield and were very popular
64.2	<p><b><u>Apologies for absence</u></b>            Received from Mr B Fitton, Mrs S Becket. These were accepted</p>
64.3	<p><b><u>Affordable housing</u></b></p>
64.3.1	Mr Ingram was welcomed by the Chair and gave an overview of the housing association work and the selection criteria for the proposed housing.
64.3.2	<p><b>Q.</b> There was a question as to the survey reflecting the current needs of the village. Mr Ingram responded that the survey was independent, all householders in the village had an opportunity to input. The planning application requires that the report to be the justification for considering the granting of such an application. The Parish Council did dispute the surveys conclusions. It was also commented that the report lacked clarity in its construction.</p>
64.3.3	<p><b>Q.</b> Could the phasing of the development be considered in line with actual demand. Mr Ingram's response was that he would think this impracticable, but would give consideration to the comment and report back.</p>
64.3.4	<p><b>Q.</b> How would part ownership housing be retained for village people. Mr Ingram's response was that all lettings and re-sales would have to be approved by the association, and village association would be part of the criteria as it would be for the initial selection of tenants and part owners.</p>

- 64.3.5 Q. Is the Parish Council's approval required for this development. No, the normal planning procedures apply.
- 64.3.6 Q. Would the association have any control as to letting to problem families as the village has had issues in the past. No
- 64.3.7 Q. Would single people be able to apply. Yes
- 64.3.8 The Parish Council stated it need moore time to consider this proposal. The clerk was asked to contact Nassington, Polebrook and Woodford Parish Councils so that our Planning committee could visit the schemes. Also add as an agenda item for July meeting
- 64.4 Minutes Of Previous Meetings**  
Minutes of Meeting 62 and 63 were agreed as an accurate record of the proceedings and signed by the chair as such.
- 64.5 Matters Arising**  
All matters arising, outstanding actions and completed actions are on pages 6 to 10 of the meeting notes to allow easy review of current status.
- 64.6 Election of Vice Chair**  
B Simon proposed Mrs S Wilks this was Seconded by D Solesbury. Unanimously agreed.
- 64.7 Police Offers Report**  
No police officer present to give report.
- 64.8 Bypass traffic issues**
- 64.8.1 Clerk was asked to write to the relevant authority to start a dialogue regarding the issues of speeding on the bypass and traffic calming in the village.
- 64.9 Accounts**
- |        |  |                  |
|--------|--|------------------|
| 64.9.1 | <b>Balance brought forward</b>             | <b>£6,157.62</b> |
| 64.9.2 | <b>Income</b>                              |                  |
|        | Rockingham Forest Trust <i>tree refund</i> | £233:15          |
|        | Balance of first precept payment           | £3,000:00        |
|        | Interest Nationwide                        | £23:12           |
|        | <b>Cemetery</b>                            |                  |
|        | Crowsons Mrs S Gaughan                     | £144:00          |
|        | Crowsons Mr G R Isles                      | <u>£17:50</u>    |
|        | <b>Total</b>                               | <b>£9,575:39</b> |

64.9.3	<b>Payments</b>	
	Transaction fee (4 cheques)	£8:00
	100471 Woodlands (mower service)	£77:39
	100472 Brigstock school (copying)	£38:30
	100473 TimberCare (pollarding)	£280:00
	100474 Mr Moore (Grass cutting)	£91:00
	<b>Total</b>	<b>£494.69</b>

The Clerk was authorised to make these payments.

64.9.4 **Balance carried forward** £9,080.70

64.9.5 **Note to accounts**

- Payment of cricket club rent still not received 3 months late
- Grass cutting fee for cemetery increased to £91:00 (inflation increment).

64.9.6 2001-2002 accounts. The completion of audit notice has been displayed for the required period. Accounts agreed and closed.

64.9.7 2002-2003 accounts. Copy circulated to councillors. Internal audit undertaken by NALC. Notice for statutory public access period displayed. External audit date 21<sup>st</sup> July.

64.9.8 Authorised signatories. It was agreed that Madams Langley, Wilks and Simon should be authorised signatories on the Parish Bank accounts. Mandate from Bank (Nationwide) completed and to be returned by the clerk

**64.10 Planning**

64.10.1 List of planning status documents see appendix 2

64.10.2 **New Planning applications**

EN/03/00528/FUL Two storey rear extension, 26 Stanion Road, Brigstock.

No objections from planning committee

64.10.3 Mr Chudley co-opted onto planning committee

**64.11 The Green and War Memorial**

64.11.1 Site cleared and replanting of the area in hand. Funding for this is to be provided by Rockingham Forest Trust

64.11.2 Grant for War Memorial. There are up to £250:00 grants available from the War Memorials association. Mrs S Wilks has the forms and is progressing this.

64.11.3 Railings round the War Memorial. S Wilks has obtained a quotation from R.A. Smith Thrapston to remove and replace railings at a cost of £2000:00. S. Wilks to arrange to have the old railings removed.

It was agreed that the work needed to be done. Mrs Langley updated the meeting on the changes with E.B Northants funding, and the centralisation of their activities. An application for a 50% grant towards the cost has been submitted. There is no indication as to if the grant will be forthcoming. Mrs Langley will enquire as to the grants status in a few weeks

64.11.4 Cory environmental. Mrs Langley will telephone to establish what grant aid would be available for the War memorial and other similar projects.

**64.12**      **Meadow Lease**

64.12.1      Subsequent to the meeting we have had confirmation that Mr Spencer is willing to renew the lease at market rent. Agenda item for July meeting

**64.13**      **Cricket Club**

64.13.1      Bletsoe had confirmed that Mr Spencer will happy to give permission to the cricket club to have a road to the pavilion and has drafted an amendment to the lease, with conditions which include all cost. It was agree that the Parish Council will be prepared to pay up to £75:00 towards the cost of the lease amendment but the Cricket club will need to pay the balance, if any.

64.13.2      Cricket club had not yet paid their rent. Clerk to send second reminder

64.13.3      Planning permission was required for the roadway. Parish Council would be prepared to submit the application in its name, but the club would need to complete the forms and reimburse the fee. The application would be vetted by the planning committee

64.13.4      The question was asked as to if the Club had a drinks licence. Clerk to enquire.

64.13.5      Confirmation that the Cricket Clubs insurance will cover the new roadway is required.

64.13.6      Clerk to write to Cricket Club outlining all the requirements of the lease amendment and the Parish Council's requirements.

64.13.7      NALC had not been able to provide a model lease that the Parish Council could use for an agreement between PC and crickt Club. It is expected that something will be available prior to the next meeting. Clerk to progress

**64.14**      **Meadow Kissing Gate**

64.14.1      Mrs Wilks tabled a proposal for the new steps from the kissing gate to the meadow. A quotation from Mr Croker of £700: was accepted. Clerk to place order.

Subsequent to the meeting Mr Chudley informed the clerk that NCC highways permission was required because this was a public footpath. This has been verbally given, we need to inform highways when completed so they can inspect

**64.15**      **Brigstock Camp**

Subsequent to the meeting ENC informed the Parish Council and Brigstock Action Group that the application by Care Principles had been withdrawn. A letter to that effect from the planning department has also been received.

**64.16**      **Skateboard facility update**

64.16.1      Mr Steward and Mr Windatt gave an update as to the current status. No date for the commencement of the build was given.

Agenda item for next meeting

**64.17**      **Village of the year school poster competition.**

64.17.1      It was agreed that Mrs Wilks could purchase prizes for the school children up to the value of £20:00

**64.18 Cemetery pricing review**

64.18.1 The clerk tabled the current charges with a matrix of charging options. It was agreed to increase charges by approximately 3%. New charges attached **Appendix 3**

**64.19 Correspondence**

See attached list Appendix 1

**64.19.1 The following correspondence was tabled at the meeting**

- 64.19.2 Northamptonshire County Training Partnership  
 64.19.3 NCC Extending Weldon landfill. No objection clerk to respond  
 64.19.4 Three Cocks transfer of licence No objections  
 64.19.5 Letter from Mr P Burdett on village hall damage  
 64.19.6 Andrew Sharp reference roadway to new Cricket Club pavilion. Clerk to respond  
 64.19.7 ENDC Presentation by Catalyst on Corby regeneration  
 64.19.8 Mr Allen resignation from church yard mowing  
 64.19.9 David Hayhurst Update on CAB at Brigstock  
 64.19.10 ENC notification of camp planning meeting 24<sup>th</sup> June  
 64.19.11 Bletsoe Cricket club road amendment to lease

**64.20 Any Other Business**

- 64.20.1 Churchyard mowing now that Mr Allan has resigned. Mr Moore is happy to undertake both the cemetery and the Churchyard duties. This was agreed. The salaries will be aligned and paid September, December, March and June.
- 64.20.2 There has been a request to purchase a petrol hedge cutter for the maintenance of the church hedges. This was agreed in principle, Mr Moore to provide details of what is required and the supplier. Clerk to action
- 64.20.3 It was unanimously agreed to give Mr Shiells a gift for his long service to the community. It could not be agreed what to purchase so a cheque to the value of £50:00 will be given. Clerk to action
- 64.20.4 It was agreed that Mr Allan should be paid to July. Clerk to action
- 64.20.5 Mrs P Shaw reported the poor state of the pavements in Bells Close and Swan Avenue. Clerk to report to highways

**64.21 Date of next meeting**

Meeting schedule

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

Ref	Completed Actions	Resp	Due by
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. <b>Completed</b> <u>The drainage on Old Dry Lane is now on the Atkinson schedule of work</u>	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. <b>Completed</b> <u>gate replaced</u>	N. Searle	19/03/03
60.17.1	Pollarding the dangerous willow tree overhanging playgroup. Order issued to do work. <b>Completed</b> <u>Work completed and invoice paid.</u>		
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. <b>COMPLETED</b> <u>Action taken Copy of letter to be given to Messer's Windatt and Steward</u>		
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>COMPLETED</b> <u>application reviewed and comments made</u>	B Simon	18/06/03
62.12.1	<b>War Memorial</b> S. Wilks was not present to give an update. <b>COMPLETED</b> <u>Action Add as an agenda item at next meeting</u>	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 <b>COMPLETED</b>	N Searle	18/06/03
62.12.3	Copy of the application form (welcome pack) from Shanks to be given to BL <b>COMPLETED</b>	N Searle	18/06/03
62.15.2	Current policy up for renewal. Overview of cover was given. It was agreed to renew with no changes. <b>COMPLETED</b> <u>Premium paid and policy renewed</u>	N Searle	16/06/03
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> <u>Agenda item for next meeting</u> <b>COMPLETED</b>		
62.16.2	Entertainment licence (Village Hall). There was no objection, clerk to action. <b>COMPLETED</b> <u>e-mail sent</u>	N Searle	16/06/03
62.16.6	Insurance renewal and schedule. Renewal agreed <b>Action</b> <u>Pay premium</u> <b>COMPLETED</b>	N Searle	16/06/03
62.16.8	HLB AV audit Completion documentation. Completion documentation signed and will be displayed in Parish notice board for statutory period. <b>COMPLETED</b>	N Searle	16/06/03
62.16.10	Northampton touring arts had communicated requesting if the	N Searle	16/06/03

	Parish Council still want to be kept informed of their activities. It was agreed that the information is required. <b>COMPLETED</b>		
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. <b>COMPLETED</b> Highways confirmed that the cover was up to specification and no action to be taken.	N Searle	16/06/03
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. <b>COMPLETED</b> Mrs Langley spoke to Mrs Escombe	B Langley	16/06/03

Ref	Outstanding Actions	Resp	Due by
59.13.1	58.4.6, 56.9.3. 6/8 High Street. It was agreed that as a <b>one off only</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> Update, instillation expected during July		
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 £50. <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
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. <b>Action</b> 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. <b>Current Status Subsequent to meeting a letter has been received from Bletsoes</b> Agenda item for July meeting	N Searle	18.06.03
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 <b>COMPLETED</b> Mr Spencer has given his permission</li> </ul>	N. Searle N. Searle	18/06/03 18/06/03

64.11.2	<b>War Memorials</b> Grant for War Memorial. There are £250:00 grants available from the Ware Memorials association. S Wilks has the forms and is progressing this.	S Wilks	18/07/03
62.13.1	Cricket Club have still not paid their rent, reminder to be sent.	N Searle	18/06/03
62.16.5	On Line (creation of village website) Mr Windatt took the correspondence and will review and report back. Mrs Wilks said that there was a school project on this topic. Mr Harca also stated that the Camp action group website would become available. Mr Windatt and Mrs Wilks to liase	A. Windatt	16/06/03

Ref	New Actions	Resp	Due by
64.3.3	<b>Affordable housing</b> Q. Could the phasing of the development be considered in line with actual demand. Mr Ingram response was that he would think this impracticable, but would give consideration to the comment and report back.	Clerk/ Mr Ingram	16/07/03
64.3.8	<b>Affordable housing</b> The Parish Council stated it need more time to consider this proposal. The clerk was asked to contact Nassington, Polebrook and Woodford Parish Councils so that our Planning committee could visit the schemes. <b>Add as agenda item for July meeting</b>	Clerk	16/07/03
64.8.1	<b>Traffic calming &amp; speeding</b> Clerk was asked to write to the relevant authority to start a dialogue regarding the issues of speeding on the bypass and traffic calming in the village	Clerk	16/07/03
64.11.3	Railings round the War Memorial. S Wilks has obtained a quotation from R.A. Smith Thrapston to remove and replace railings at a cost of £2000:00. S. Wilks to arrange to have the old railings removed.  It was agreed that the work needed to be done. Mrs Langley updated the meeting on the changes with E.B Northants funding, and the centralisation of their activities. An application for a 50% grant towards the cost has been submitted. There is no indication as to if the grant will be forthcoming. Mrs Langley will enquire as to the grants status in a few weeks	S. Wilks  B. Langley	16/07/03  16/07/03
64.11.4	Cory environmental. Mrs Langley will telephone to establish what grant aide available for War memorial and other similar projects.	B. Langley	16/07/03



64.9.8	<b>Authorised signatories.</b> It was agreed that Madams Langley, Wilks and Simon should be authorised signatories on the Parish Bank accounts. Mandate from Bank (Nationwide) completed and to be returned by the clerk.	Clerk	16/07/03
62.12.1	Subsequent to the meeting we have had confirmation that Mr Spencer is willing to renew the lease at market rent. Agenda item for July meeting	Clerk	16/07/03
64.13.2	Cricket club had not yet paid their rent. Clerk to send second reminder	Clerk	16/07/03
64.13.6	Clerk to write to Cricket Club outlining all the requirements of the lease amendment and the Parish Councils requirements.	Clerk	16/07/03
64.14.7	NALC had not been able to provide a model lease that the Parish Council could use for an agreement between PC and crick Club. It is expected that something will be available prior to the next meeting. Clerk to progress	Clerk	16/07/03
64.14.1	Mrs Wilks tabled a proposal for the new steps from the kissing gate to the meadow. A quotation from Mr Croker of £700: was accepted. Clerk to place order. Subsequent to the meeting Mr Chudley informed the clerk that NCC highways permission was required because this was a public footpath. This has been verbally given, we need to inform highways when completed so they can inspect	Clerk	16/07/03
64.16.1	Mr Steward and Mr Windatt gave an update as to the current status. No date for the commencement of the build was given. Agenda item for next meeting	Clerk	16/07/03
64.17.1	<b><u>Village of the year school poster competition.</u></b> It was agreed that Mrs Wilks could purchase prizes for the school children up to the value of £20:00	S Wilks	16/07/03
64.19.3	NCC Extending Weldon landfill. No objection clerk to respond.	Clerk	16/07/03
64.19.6	Andrew Sharp reference roadway to new Cricket Club pavilion. Clerk to respond	Clerk	16/07/03
64.20.2	There has been a request to purchase a petrol hedge cutter for the maintenance of the church hedges. This was agreed in principle. Mr Moore to provide details of what is required and the supplier. Clerk to action	Clerk	16/07/03
64.20.3	It was unanimously agree to give Mr Shiells a gift for his long service to the community. It could not be agreed what to purchase so a cheque to the value of £50:00 will be given. Clerk to action.	Clerk	16/07/03
64.20.4	It was agreed that Mr Allan should be paid to July. Clerk to action	Clerk	16/07/03
64.20.5	Mrs P Shaw reported the poor state of the pavements in Bells Close and Swan Avenue. Clerk to report to highways	Clerk	16/07/03

**2003 Diary actions**

EN transport partnership to July meeting agenda

**2004 Diary actions**

May 04 Review the fee for Car boot sales on meadow

Jan 04 Mrs Langley and Simon due to stand down from Planning committee

June 04 Cemetery pricing review

**Signed**

**(Chair)**

**Date**

## Appendix 1 Correspondence

The following Correspondence has been received for the meeting dated 18<sup>th</sup> Jun 2003.

### From E. N. D. C.

Planning Brigstock Camp  
Planning on line brochure  
Corby regeneration Catalyst  
Rockingham forum  
Council meeting agenda and papers #

Planning various

### From N. C. C.

Weldon Landfill Site liaison meeting  
Variation of Planning Permission for Weldon landfill site

### From Other

Bletsoe (access road)  
e-mail Citizens Advice Bureau  
e-mail John Harcer (Brigstock Camp)  
Longhurst Group (Affordable Housing)  
Tribe enterprises (skateboarding)  
NALC circular  
EB Northampton (Change of address)  
CPRE newsletter  
ACRE The playing field  
Mr Allen (*resignation*)  
Chris Butcher Quotation  
Andrew Sharp Brigstock Cricket Club  
Peter Burdett (Village Hall Damage)  
Licence transfer The Three Cocks  
Nationwide Officer change mandate  
HLB AV audit 2002-2003 #

### Publications

The good councillors guide  
Village viewpoint  
Councillors information circular  
NALC Conference  
Standards Board The Guide for new members

### Other

Copy of letter to W S Atkinson from Mr Lund on verge mowing  
Copy of letter to Planning from Mr Lund on planning approval for 1 Stable Hill

## Appendix 2 Planning

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Meeting 64 18<sup>th</sup> June 2003

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### **New Planning applications**

EN/03/00528/FUL Two storey rear extension, 26 Stanion Road, Brigstock

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### **Planning Permission Granted**

- EN/03/00382/LBC - EN/03/00381/FUL - Planning permission and Listed Building consent GRANTED for conversion of garage and canopy over house front door Bushylawn Lodge
  - EN/02/00802/FUL - Planning permission GRANTED Detached house and garage (change of house type) at pumping station rear 16, Stanion Road.
  - EN/02/00856/FUL - Planning permission GRANTED conversion of barn to dwelling house at 1 Stable Hill
  - EN/03/00342/VAR - Permission GRANTED to vary a conditional planning permission Land adjacent 4 Stanion Road
- 

### **Additions since report of 5<sup>th</sup> June**

- EN/03/00367/FUL Planning permission GRANTED Extension 7 Woodyard Close
  - EN/03/00385/FUL Planning permission GRANTED Extension 15 Newtown
  - Planning application lists received dated 5<sup>th</sup> & 12 June
- 

### **Planning Permission Refused**

- EN/0200874/OUT Outline Permission REFUSED one new dwelling 2 Grafton Road
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### **Copy of Residential Land Availability 2003**

Current status information pack

**Appendix 3 Cemetery Charging****Cemetery Charging**

	<b>From 1st July 03</b>
<b>Exclusive rights</b>	
Single	£42.00
Double	£60.00
Cremation	£30.00
<b>Burial</b>	
Baby	£18.00
Child	£30.00
Adult	£48.00
Ashes	£18.00
Headstone	£24.00
Vase	£9.00
Tablet	£9.00
Extra inscription	£8.00
Grave surround	£24.00