

**Meeting Number** 65  
**Date Of Meeting:** Wednesday 16<sup>th</sup> July  
**Location:** Brigstock Village Hall  
**Purpose Of Meeting:** Scheduled Parish Council Meeting  
**Minutes Prepared By:** Nigel Searle  
**Date & Location Of Next Meetings:** Wednesday 17<sup>th</sup> September  
 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, Mrs P Shaw,  
 Mr J Chudley Mr B Fitton, Mrs S Becket  
**Apologies:** Mr J Harca  
**Copies to:** All Parish councillors, Mrs Jenny Spencer,  
 Mr. P Atchison, Phil Hope MP

Item No	Subject
<b>65.1</b>	<b><u>Public Forum</u></b>
65.1.1	Mr. Cammack thanked Mrs Shortly for her presentation on rural transport (this item was moved to the beginning of the agenda.)
65.1.2	Resident of 33 Old Dry Lane stated that because the signage was obscured vehicles would drive up the lane thinking there was access to the bypass. The clerk to write to the highways to establish if the signage can be improved and the trees obscuring the signs could be pruned.
65.1.3	Mr Cammack informed the council that Atkins had not appointed a highways engineer
65.1.4	Mr Hector reported that kerb stones were damaged Sandlands Avenue/Close corner. Clerk to report
<b>65.2</b>	<b><u>Apologies for absence</u></b>
	Received from Mr Harca and District Councillor Atchison. These were accepted
<b>65.3</b>	<b><u>Rural transport</u></b>
65.3.1	Mrs Shorley gave an overview of the Rural Transport Partnership and its aims and objectives and how it was funded. One of the prime functions was to bring agencies together (ACRE, Community Transport, Country Side Agency) to support the access to the countryside to sustain rural economy
65.3.2	One area which the partnership could not offer assistance or funds was for social trips e.g. transport for senior citizens outing.
65.3.3	Although most of the funding has dried up there is in the order of £90K available for parish transport initiatives.

- 65.3.4 Examples of current initiatives:-
- Barton Seagrave has put in a bid to refurbish a footpath
  - Funds are available to undertake parish transport surveys
  - Transport notice boards
  - Books on local transport
  - Transport vouchers
  - Daventry has launched-a-loan a moped scheme to provide transport for 16year olds to enable them to get to work
- 65.3.5 Applications must be made by to the partnership by the parish council, but individuals can instigate.
- 65.3.6 Mrs Storey left some booklets which are available from the clerk. No follow on action was agreed at this time.
- 65.4** Minutes Of Previous Meetings  
Minutes of Meeting 64 were agreed as an accurate record of the proceedings and signed by the chair as such.
- 65.5** Matters Arising
- 65.5.1 All matters arising, outstanding actions and completed actions are on pages 6 to 9 of the meeting notes to allow easy review of current status.
- 65.5.2 Hedge cutter for Church and Cemetery hedges. It was agreed that the easy start cutter from Woodlands should be purchased £275:00 (quotations for 5 types received). Clerk to progress.
- 65.5.3 Housing trust to be invited back to October meeting. Prior to that meeting BL,BS,JC,DS to have a meeting to formalise questions. Clerk to action.
- 65.5.4 EMEB to remove their material left in Barnards Way after the power cuts. Clerk to chase
- 65.6** Police Offers Report  
PC Mark Hillyer-Smith provided a overview of the current situation. See attachment for the detail.
- 65.7** Traffic issues
- 65.7.1 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. Subsequently to the meeting a response has been received from traffic division stating that random speed checks on the bypass would be part of their programme.
- 65.7.2 There was concern as to the inconsiderate parking of cars which would hamper emergency vehicles in narrow sections of the village roads. PC Hillyer-Smith stated that if he encountered such vehicles he would put a notice on them.

<b>65.8</b>	<b><u>Accounts</u></b>	
65.8.1	<b>Balance brought forward</b>	<b>£9,080.70</b>
65.8.2	<b>Income</b>	
	Cricket Club rent	£100:00
	Car boot (meadow fee)	£30:00
		<u>£130:00</u>
		<b>£9,210.70</b>
65.8.3	<b>Payments</b>	
	100475 Mr Allen ( <i>wages</i> )	£68:00
	100476 Mr Shiells ( <i>thank you gift</i> )	£50:00
	100477 Powergen	£713:77
	100478 Woodlands ( <i>mower parts</i> )	£3:53
	100479 ABB ( <i>Lighting maintenance</i> )	£348:29
	100480 N. Searle ( <i>Clerking fee &amp; expenses</i> )	£546.76
		<u>£1,730.35</u>
65.8.4	The Clerk was authorised to make these payments. <b>Balance carried forward</b>	<b>£7,480.35</b>
65.8.5	<b><u>Note to accounts</u></b>	
	<ul style="list-style-type: none"> <li>• Payment for Romanian car boot sale outstanding</li> <li>• Invoice for £1039:87 landscaping work has been sent to Rockingham Forest Trust for payment</li> </ul>	
65.8.5	<b><u>Budget forecast</u></b> Based on historical data and planned expenditure an extrapolation of parish council funding shows funds could be as low as £1223:00 in October. If there is an emergency funding could become critical.	
65.8.6	<b><u>Financial good practice</u></b> The clerk had constructed a proposed set of procedural controls. These are attached, would the councillors please read so that they can be discussed at the next meeting.	
<b>65.9</b>	<b><u>Planning</u></b>	
65.9.1	List of planning status documents see appendix 2	
65.9.2	<b><u>New Planning applications</u></b>	
	EN/03/00579/LBC/PMAP      Replacement of Collyweston with blue Slate. The Coach House Mill Lane	

**65.10 The Green and War Memorial**

65.10.1 Site clearing and replanting of the area, this work has been completed. An invoice has been received for £1039:87 for this work. Funding for this is to be provided by Rockingham Forest Trust, the invoice received has been duly forward to RFT for payment.

65.10.2 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.

65.10.3 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 whether the grant will be forthcoming. Mrs Langley will enquire as to the grants status in a few weeks. Subsequent to the meeting an application form for funding has been received

65.10.4 Mr Chudley required that a letter be sent (EB Northants) outlining the position regarding the contractor. Subsequent to the meeting Mrs Langley had spoken with Mr Barns. A letter would not be helpful

**65.11 Meadow Lease**

65.11.1 The clerk to respond to Bletsoes letter and confirm the time requirement for the new lease of 21 years would be acceptable

**65.12 Cricket Club**

65.12.1 Clerk has written to Cricket Club outlining the requirements of the lease amendment and the Parish Council's requirements.

65.12.2 NALC had not been able to provide a model lease that the Parish Council could use for an agreement between PC and Cricket Club but it has supplied some appropriate categories for consideration and suggests an independent solicitor is used.

**65.13 Meadow Kissing Gate**

65.13.1 The clerk had written to Mr Croker accepting his estimate of £700:00 and requested the work to be completed as soon as possible. Subsequent to the meeting Mr Croker responded that he will undertake to work after harvest.

**65.14 Skateboard facility update**

65.14.1 Mr Steward and Mr Windatt gave an update as to the current status. Due to lack of support from the prospective users it was not thought that a dedicated skateboard facility would be constructed. Other leisure options were being considered.

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

65.15.1 Mrs Wilks has purchase prizes for the school children (aprox. £20:00) and these have been given to the children. Mrs Wilks to provide clerk with receipt for reimbursement

**65.16 Correspondence**

See attached list Appendix 1

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

65.16.2 NCC Temporary speed limit A6116 Sudborough road

65.16.3 Community safety Hate crime campaign

65.16.4 Rockingham Forum notes. Next meeting September 2<sup>nd</sup> John Chudley to attend

65.16.5 Standards Board agenda and notes

65.16.6 Stop campaign

65.16.7 NALC policy update

65.16.8 MP surgery dates add to meeting notes

65.16.9 NCC Country Park footpath order

**65.17 Any Other Business**

65.17.1 Quality Parish Scheme. A document from giving full details of the scheme had been received. Previously the PC had decided not to implement. S Wilks took the document to review and will report back to the council on its contents so a final decision can be made.

65.17.2 Funding. The chair gave details of various funding opportunities that had been received. Should these documents be required they can be obtained from the clerk.

**65.18 Date of next meeting**

Meeting schedule

2003	2004 (proposed)	
No meeting in August	January 21 <sup>st</sup>	July 21 <sup>st</sup>
Wednesday 17 <sup>th</sup> September	February 18 <sup>th</sup>	August No meeting
Wednesday 15 <sup>th</sup> October	March 17 <sup>th</sup>	September 15 <sup>th</sup>
Wednesday 19 <sup>th</sup> November	April 21 <sup>st</sup>	October 20 <sup>th</sup>
No Meeting in December	May 19 <sup>th</sup>	November 17 <sup>th</sup>
	June 23 <sup>rd</sup>	December No meeting

Ref	Completed Actions	Resp	Due by
62.13.1	Cricket Club have still not paid their rent, reminder to be sent.	N Searle	18/06/03
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
64.9.8	<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

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><u>one off only</u></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 Bletsoe's 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><u>Current Status Subsequent to meeting a letter has been received from Bletsoe's</u></b> Agenda item for July meeting. Letter sent confirming 21 year renewal required.	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 <b>COMPLETED</b></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	S Wilks	18/07/03

	from the War Memorials association. S Wilks has the forms and is progressing this.		
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 S. Wilks	16/06/03
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 aid available for War memorial and other similar projects.	B. Langley	16/07/03

Ref	New Actions	Resp	Due by
62.1.2	Resident of 33 Old Dry Lane stated that because the signage was obscured vehicles would drive up the lane thinking there was access to the bypass. The clerk to write to highways to establish if the signage can be improved and the trees obscuring the signs could be pruned.	Clerk	16/09/03
64.5.2	Hedge cutter for Church and Cemetery hedges. It was agreed that the easy start cutter from Woodlands should be purchased £275:00 (quotations for 5 types received). Clerk to progress.	Clerk	16/09/03
65.8.6	<b>Financial good practice</b> The clerk had constructed a proposed set of procedural controls. These are attached, would the councillors please read so that they can be discussed at the next meeting. Agenda for September meeting.	Clerk	16/09/03
64.13.4	The question was asked as to if the Cricket Club had a drinks licence. Clerk to request copy for the parish records.	Clerk	16/09/03



64.13.5	Confirmation that the Cricket Clubs insurance will cover the new roadway is required.	Clerk	16/09/03
65.16.4	Rockingham Forum notes. Next meeting September 2 <sup>nd</sup> John Chudley to attend	J Chudley	02/09/03
65.16.8	MP surgery dates add to meeting notes	Clerk	16/09/03
65.17.1	Quality Parish Scheme. A document from giving full details of the scheme had been received. Previously the PC had decided not to implement. S Wilks took the document to review and will report back to the council on its contents so a final decision can be made.	S Wilks	16/09/03
65.5.3	Housing trust to be invited back to October meeting. Prior to that meeting BL,BS,JC,DS to have a meeting to formalise questions. Clerk to action.	Clerk	16/09/03
65.5.4	EMEB to remove their material left in Barnards way after the power cuts. Clerk to chase	Clerk	16/09/03
65.1.4	Mr Hector reported that kerb stones were damaged Sandlands Avenue/Close corner. Clerk to report	Clerk	16/09/03

**2003 Diary actions**

2<sup>nd</sup> Sept Rocking Forest Forum

October Mrs Langley and Simon due to stand down from Planning committee

25<sup>th</sup> October NALC AGM and conference

**2004 Diary actions**

May 04 Review the fee for Car boot sales on meadow

June 04 Cemetery pricing review

16<sup>th</sup> June 2004 Landfill Liaison group meeting

Signed
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(Chair)
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Date
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## Appendix 1 Correspondence

The following Correspondence has been received for the meeting dated 16<sup>th</sup> July 2003.

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

Community safety  
Rockingham Forum  
Standards Board Regulations  
Councillors information Circular  
Peter Atchison Apologies  
Road Closure Brigstock - Grafton Underwood  
Funding for Community Safety\*  
Planning Lists  
ENDC performance plan\*  
Agenda and notes Standard Board  
ENDC meeting agenda  
Reports of committees  
Planning various See separate list

### From N. C. C.

Footpath diversion in Country Park  
Planning guidance Parking adopted  
NCC funding programme\*

### From Other

STOP campaign documents  
ATKINS Parish highways representative  
Police authority Independent custody volunteers  
NALC Papers  
MP Surgery Dates  
Licence for the 3 Cocks  
Clerks and Councils direct  
Rockingham rural revival\*  
Phil Hope Rural fact sheets\*  
ASHTVA news & The playing field\*  
Standards board video\*  
Oundle Museum  
Indemnities to officers  
Quality Parish Council Scheme  
Light pollution  
Longhurst Group contract copies  
Countryside voice

\* = Circulated to councillors, read and pass on

Appendix 2 Planning

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Meeting 65 16<sup>th</sup> July 2003

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New Planning applications (Listed Building Consent)

EN/03/00579/LBC/PMP Replacement of Collyweston Slate The Coach House Mill Lane

Planning Permission Granted

EN/02/00662/FUL Construction of lake Sudborough Road.

EN/03/00538/FUL Two Storey extension 26 Stanion Road

Planning Permission application withdrawn

EN/03/00252/FUL Attenuation pond and change of use of agricultural land at Brigstock Camp Site

EN/03/00294/FUL Care facility at Brigstock Camp Site

Other planning documents

- Report on release of housing land in East Northants
- Street lighting for new development off Swan Avenue
- A43 Link Road
- Countryside rights of way