

Meeting Number 66
Date Of Meeting: Wednesday 17th September 2003
Location: Brigstock Village Hall
Purpose Of Meeting: Scheduled Parish Council Meeting
Minutes Prepared By: Nigel Searle
Date & Location Of Next Meetings: Wednesday 15th October 2003
 Brigstock Village Hall @ 7:30
Attendees: Mrs. B Langley (Chair), Mrs. D Solesbury, Mrs S Wilks,
 Mr A Windatt, Mr J Steward, Mr J Chudley Mr B Fitton,
 Mrs S Becket
Apologies: Mr J Harca, Mrs P Shaw, Mrs. B Simon
Copies to: All Parish councillors, Mrs Jenny Spencer,
 Mr. P Atchison, Phil Hope MP

Item No	Subject
66.1	<u>Public Forum</u>
66.1.1	Mr Kendal reported that the light had been erected and was fully operational
66.2	<u>Apologies for absence</u> Received from Mr Harca, Mrs Shaw and Mrs Simons. These were accepted
66.3	<u>Minutes Of Previous Meetings</u> Minutes of Meeting 65 were agreed as an accurate record of the proceedings and signed by the chair as such.
66.4	<u>Matters Arising</u>
66.4.1	All matters arising, outstanding actions and completed actions are on pages 5 to 9 of the meeting notes to allow easy review of current status.
66.5	<u>Police Officer Report</u> No police officer present to give report.
66.6	<u>Bypass traffic issues</u>
66.6.1	A letter had been received from the traffic (speed camera) division to state that the bypass would be in their schedule of operations.
66.6.2	Clerk instructed to write to ACRE regarding speeding and what actions they can support.
66.6.3	Clerk instructed to write to Police to get precise details of recorded incidence (accidents) on the A6116 route.

- 66.6.4 **Traffic issues in the village** - Concern was again expressed as to the irresponsible parking on the High Street / Hall Hill corner.
- The clerk was asked to write to Debby Strong at NCC to visit the village and advise on suitable options.
 - The clerk was asked to look at the planning permission for the conditions detailed by the Co-op when the shop was demolished and car park constructed

66.7 **Accounts**

66.7.1 **Balance brought forward** **£7,480.35**

66.7.2 **Income**

Romanian car boot	£30:00
<u>Allotment rents</u>	<u>£5:00</u>
	£35:00

£7,515.35

66.7.3 **Payments**

100481 Mr Bletsoe (meadow rent)	£800:00
100482 Mr Moore (maintenance)	£162:00
100483 HBL (audit charges)	£141:00
100484 RA Smith (railings part payment)	£1000:00
100485 Barbara Ann (flowers late Mr Adams)	£25:00
100486 CANCELLED	
100487 Woodlands (hedge cutter)	£275:00
100488 Mr Spencer (late Mr Adams executor)	£42:80
100489 Mr Croker (kissing gate steps)	£650:00
100490 Brigstock school (3 months copying)	71:80
100491 CANCELLED	
<u>100492 Mr Kendal (contribution to light)</u>	<u>£572:23</u>
	£3739:83

The Clerk was authorised to make these payments.

66.7.4 **Balance carried forward** **£3,775.52**

66.7.5 **Note to accounts**

- Cricket club car boot sale fee £30:00 outstanding
- Pound rent outstanding £5:00
- PFA car boot sale fee £30:00 outstanding (*Has been paid subsequent to the meeting*)

66.7.6 **Budget forecast** Based on historical data and planned expenditure an extrapolation of parish council funding shows funds could be as low as £730:00 in October. If there is an emergency funding could become critical.

- 66.7.7 **Financial good practice** The clerk had constructed a proposed set of procedural controls. These were discussed in detail and amended to take into account the council's wishes. Standards approved (subject to specified amendments)
- 66.7.8 2002/03 external audit now completed. Parish Council adopted the accounts. Statutory notice of completion to be displayed in parish notice board.
- 66.8 Planning**
- 66.8.1 List of planning status documents see appendix 2
- 66.8.2 **New Planning applications**
- EN/03/00737/FUL Conservatory to front entrance Brickhill Cottages, Stanion Road, Brigstock
 - EN/03/00864/FUL/PMAP Up grade of vehicular access to Cricket Pavilion, The Meadow, Bridge Street, Brigstock
 - EN/03/00785/FUL/PRG Two storey extension 28, High Street, Brigstock
 - EN/03/01054/FUL/PMAP Erection of conservatory 3, Mauntley Avenue
 - EN/03/01049/FUL/PRG & EN/03/01050/LBC/PRG Erection of broadband wireless receiver Wallis's Mill, Old Dry Lane
- 66.8.3 A complaint had been received regarding the gable end window in the work being undertaken at 26 Stanion Road. The plans had been referred to prior to the meeting and the window appeared to be in the approved plan
- 66.9 The Green and War Memorial**
- 66.9.1 An invoice for £2000:00 had been received for the railings work at the war memorial site. £1000:00 has now been paid. It is anticipated that a grant for the balance (£1000:00) will be forthcoming from EB Northants. Decision will be in November.
- 66.9.2 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.
- 66.10 Meadow Lease**
- 66.10.1 The clerk had telephoned and written to Bletsoes on numerous occasions but they do nothing. David Bletsoe promised to do something for week ending 22nd but as usual nothing received. Clerk to persevere.
- 66.11 Quality Parish Council Status**
- 66.11.1 Mrs Wilks had reviewed the proposal on the subject and reported back that there would be no perceived benefit. It was agreed that no action should be taken.

66.12 **Cricket club agreement**

66.12.1 There had been no movement on this, a principle factor in any agreement would be the rent, and we have had no action from Bletsoe yet to indicate what this might be.

The clerk had written to Mr Sharp regarding the confirmation of adequate insurance and drinks licence. Waiting for response.

66.13 **Youth facility update**

66.13.1 Mr Steward and Mr Windatt gave an update. There has been a restart of the youth club in the village hall. 53 attended. It was requested that this be an agenda item for the next meeting to keep the Parish council informed.

66.14 **Village website**

66.14.1 No positive progress reported. Mrs Wilks assured us that there will be developments before the next meeting. Add to meeting 67 agenda.

65.15 **Correspondence**

See attached list Appendix 1

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

66.15.2 Housing benefit and council tax

66.15.3 Review of subsidised bus service

66.15.4 Letter from Mrs Bully, Kettering

66.15.5 Atkins - Swan Avenue footpaths

66.15.6 DEFRA rural service standards

66.15.7 The local channel - Copy given to Mr Windatt/Wilks

66.15.8 Brigstock Citizens advice service

66.15.9 Safety camera partnership

66.15.10 BDG design lighting Swan Avenue

66.15.11 Standards board

66.15.12 Halifax home insurance Mr Chudley took to review

66.15.13 HLB Audit report

66.16 **Any Other Business**

66.16.1 Trees in park - Clerk to write and request if the Parish Council could plant some trees in park.

66.16.2 Motorcycles on meadow. This is now becoming a serious problem. In the first instance Clerk to put up sign and inform police, so the situation can be observed.

66.16.3 Parking on Hall Hill. There have been complaints that inconsiderate parking is causing problems to residents. Clerk to create some flyers and put on cars.

66.16.4 Village design statement. Clerk to write to ENDC to establish current status

- 66.16.5 Bulb planting. It was agreed that approximately £50:00 could be spent on bulbs. Mrs Simon to arrange. Planting to be on 18th October, meet in village hall car park at 10 o'clock. Mr Windatt to get support from youth club.
- 66.16.6 Clerk to arrange for poppy wreath and make a £20:00 donation to British Legion.
- 66.16.7 Vacancy has arisen on Brigstock charities. D Solesbury to be nominated for appointment. Clerk to write a confirmation letter.
- 66.16.8 It was agreed to accept a quotation of £90 :00 to cut the Pocket park
- 66.16.9 Mrs Wilkes proposed that the Parish council should take responsibility for the cutting of grass from county. Clerk to obtain details of current contract and costing by county and add to October agenda for discussion of the proposal.
- 66.16.10 There was a request to purchase a shed to house the parish mowers etc (previously kept by Mr Adams in his shed). There were objections, but no other solution was available. It was suggested that the clerk find out if there is a lock up garage available. To be added to the agenda for meeting 67.

66.17 Date of next meeting

Meeting schedule

2003		
Wednesday 15 th October	March 17 th	August No meeting
Wednesday 19 th November	April 21 st	September 15 th
December No Meeting	May 19 th	October 20 th
2004 January 21 st	June 23 rd	November 17 th
February 18 th	July 21 st	December No meeting

Ref	Completed Actions	Resp	Due by
59.13.1	58.4.6, 56.9.3. 6/8 High Street. It was agreed that as a <u>one off only</u> 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. Awaiting installation. 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. Action Will take training when next programme becomes available (this has been moved to Appendix 1 Items awaiting completion)	N. Searle	19/03/03
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	Clerk	16/09/03

	that the easy start cutter from Woodlands should be purchased £275:00 (quotations for 5 types received). Clerk to progress.		
65.8.6	Financial good practice 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
65.16.4	Rockingham Forum notes. Next meeting September 2 nd 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
65.5.4	EMEB to remove their material left in Barnards way after the power cuts. Clerk to chase	Clerk	16/09/03

Ref	Outstanding Actions	Resp	Due by
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. Action Letters have been sent 18 th Jan 03, 25 th Feb 03 and 25 th March 03 plus subsequent telephone calls, no response to date. Current Status <u>Subsequent to meeting a letter has been received from Bletsoe's</u> 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"> Contact NALCO regarding advice and model contracts COMPLETED Set up a meeting between the Cricket Club and Parish Council before June meeting Write to Mr R Spencer regarding the Roadway in accordance with current lease COMPLETED Mr Spencer has given his permission 	N. Searle N. Searle	18/06/03 18/06/03
64.11.2	War Memorials Grant for War Memorial. There are £250:00 grants available from the War Memorials association. S Wilks has the forms and is progressing this.	S Wilks	18/07/03

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 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 £1000:00 paid decision on grant in November	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
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
65.5.3	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
65.1.4	Mr Hector reported that kerb stones were damaged Sandlands Avenue/Close corner. Clerk to report	Clerk	16/09/03
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		

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66.6.3	Clerk instructed to write to Police to get precise details of recorded incidence (accidents) on the A6116 route.	Clerk	15/10/03

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2003 Diary actions

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

25th October NALC AGM and conference

2004 Diary actions

Define pocket park grass cutting schedule

May 04 Review the fee for Car boot sales on meadow

June 04 Cemetery pricing review

16th June 2004 Landfill Liaison group meeting

Signed

(Chair)

Date

Appendix 1 Correspondence *(not previously circulated)*

The following Correspondence has been received for the meeting dated 17th Sept 2003.

1 From E. N. D. C.

- 1.1 Councillors information circular July 2003
- 1.2 Homeless Strategy
- 1.3 Capital strategy
- 1.4 Slayer day
- 1.5 Rockingham forum
- 1.6 Councillors information circular Aug 2003
- 1.7 Standards Board notes
- 1.8 Standards Board meeting agenda
- 1.9 Postal Numbering, Swan Avenue
- 1.10 East Midlands's tourism strategy
- 1.11 Housing Benefit and Council Tax benefit
- 1.12 The code of conduct case review
- 1.13 Copy of Catalyst Corby's Presentation

Planning various See separate list

2 From N. C. C.

- 2.1 Review of subsidised Bus Service
- 2.2 Road traffic regulations

3 Other

- 3.1 Letter Mrs D. M. Bulley, Kettering
- 3.2 Atkins – Footway surfaces Swan Avenue Bells Close
- 3.3 ACRE Free IT Training for agricultural community
- 3.4 DEFRA Rural service standard
- 3.5 The local channel
- 3.6 Voluntary car scheme
- 3.7 DEFRA Rural Services Standards
- 3.8 Atkins change of address
- 3.9 HLB AV audit Local Council beefing
- 3.10 Community planning and network news flyer
- 3.11 Brigstock Citizens advice service
- 3.12 Safety camera partnership
- 3.13 Atkins Performance questionnaire (action 21st August)
- 3.14 BDG Design Lighting new Swan Avenue Development
- 3.15 DEFRA Quality Parish Scheme
- 3.16 Standards board
- 3.17 Atkins Highway Obstruction
- 3.18 East Northants Housing AGM information
- 3.19 Halifax Home insurance claim

Periodicals, Reports etc

Northampton General Hospital annual report
 HLB completed audit report
 The Victorian County History Trust
 Village Viewpoint
 Rural Transport Partnership – Partnership News
 Tree Warden news
 Northamptonshire touring arts newsletter
 Turfrax sports field remediation and construction

Appendix 2 Planning

Meeting 66 17th September 2003

Planning applications received

- EN/03/00737/FUL Conservatory to front entrance Brickhill Cottages, Stanion Road, Brigstock
- EN/03/00864/FUL/PMAP Up grade of vehicular access to Cricket Pavilion The Meadow, Bridge Street, Brigstock
- EN/03/00785/FUL/PRG Two storey extension 28, High Street, Brigstock
- EN/03/01054/FUL/PMAP Erection of conservatory 3, Mauntley Avenue
- EN/03/01049/FUL/PRG & EN/03/01050/LBC/PRG Erection of broadband wireless receiver Wallis's Mill, Old Dry Lane

Planning applications granted (*Listed Building Consent*)

- Replacement of collyweston slate. The coach house Mill Lane

Planning Permission Granted

- EN/03/00793/FUL First floor extension rear of 30 and 32 High Street
- EN/03/00791/FUL Insertion of bay window at 21 Sandlands Avenue
- EN/02/00318/FUL Change of house type Pumping Station R/o 16 Stanion Road
- EN/03/00737/FUL Conservatory to front entrance Brickhill Cottages Stanion Road

Planning Permission Appeals

- EN/02/01127/FUL Livery, stables, tack/feed room and hay and feed store Land east of Brigstock camp, Stanion Road
- EN/02/00667/OUT Residential Development Honeybun Hill, Newtown, Brigstock

Other planning documents

- 03/00737/FUL Conservatory at Brickhill Cottages - Reported to Licensing Committee on 3rd September.
- Weekly planning application lists
- Housing land supply consultation draft