

BYFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL held on THURSDAY 11th APRIL 2019 in BYFIELD VILLAGE HALL at 7.30pm

PRESENT - Cllrs J Gillic (Chairman), Mrs S Boddington, M Buckley, Mrs C Davis, Mrs B Ridyard, S Shepherd, L Clark, S Crowshaw and M Taylor.
Also present – None.

APOLOGIES FOR ABSENCE were approved for - None: all present.
County Cllr Brown and District Cllr Frost sent apologies for not being able to attend.

1. DECLARATIONS OF DISCLOSABLE INTEREST – None.

2. MINUTES OF THE LAST MEETING(S) –

- 14th March 2019. Cllr Ridyard proposed the minutes be adopted as a true record; seconded by Cllr Davis and agreed by all who had been present.

3. REPORT ON MATTERS OUTSTANDING not covered elsewhere on the agenda

a) Making payments by BACS The Chairman reported that he, Cllr Davis and the Clerk had met with officers of Brackley Town Council to see how their system works. An application had been made to Lloyds Bank for online banking, which is the first stage of the process.

The Chairman gave a brief explanation of how Brackley TC operates its bulk payment system. They also bank with Lloyds.

b) Updating of the Risk Assessment The Chairman also explained that the Brackley TC officers had explained their system, which is really quite simple and does not require the use of any software packages. He and the Clerk would look at ways to simplify the present Risk Assessment.

c) Registering RVGs with Land Registry Still to be done.

d) New lease for Scout HQ Also still to be done. Council will need to decide on a firm of solicitors to use for this.

e) Requirements under GDPR. On going with the Clerk.

**JG/Clerk
Cik**

**Agenda/Cik
Cik**

4. ITEMS REQUIRING A DECISION AND BROUGHT FORWARD FROM LAST MEETING

a) Entry for Northants ACRE Village Awards 2019 Cllrs Boddington and Ridyard reported that the application form was nearly complete. A good many village organisations had given information for the entry form.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the Annual Parish Meeting in late March had been fairly well supported. A good presentation had been made by an officer from Northants ACRE on the Good Neighbour Scheme they are promoting in villages alongside Daventry DC. Parish Councils are not allowed to be the instigators of setting up a Scheme. After the meeting a parishioner had advised the Clerk that she might be interested in looking into the possibility of a Scheme for Byfield.

The Chairman reported the sad news of the death of Mrs Angela Corbett who had been a very effective Chairman of the village hall management committee. Mrs Corbett had been taken ill just a few months ago.

6. PUBLIC COMMENTS No parishioners present.

7. REPORT FROM COUNTY and DISTRICT COUNCILLORS Neither able to be present.

8. GENERAL CORRESPONDENCE requiring a DECISION and not covered elsewhere on the agenda.
None.

9. FINANCIAL MATTERS

a) FUND BALANCES and FINANCIAL STATE

The Clerk reported that the financial state at 31 March 2019 (end of year) showed total liquid assets of £86,052.73. All money held in accounts with Lloyds Bank.

The Clerk also provided fund balances to the year-end against specific budget headings. Council had spent £63,925 (excluding VAT) against a budget of £60,325. In addition to the Precept of £53,924 Council had received further income totalling £9401 including £2728 from the Turbine Community Fund. The Chairman advised that the overspend against the budget was in mainly due to essential work carried out on the Sports Pavilion (cricket and football).

He also advised that with the upcoming expenditure on new playground equipment Council could be looking at having reserves at less than 50% of its budget.

b) Internal financial control The Chairman reported he and Cllr Davis had undertaken a check of the account books and bank statements. All in order.

c) Banked INCOME since last meeting

Lloyds bank	Deposit a/c interest	£3.43
AJ Mills	Memorial fee (additional)	£14.00
Humphris Funerals	Burial – Mrs K Watson	£305.00
Byfield Cricket Club	For water used Nov-Feb in Sports Pavilion.	£44.34
Daventry Norse	Refund of DD taken in error	£55.80

d) Audit for 2018-19 The Chairman advised that the necessary Sections of the Annual Governance and Accountability Return (AGAR) would need to be completed and agreed at an extra meeting of the Council on 25th April. 4 councillors must be present for the meeting to be quorate.

The Internal Audit would be arranged for as soon as possible after 25th April., so that the AGAR could be submitted to the External Auditors by the due date.

e) Donation to work of Northants ACRE 2019-20 It was agreed to make a donation of £35.00 and to receive the newsletter electronically.

f) Website hosting etc for the 12 months from 1 April 2019 It was agreed to continue with Small World Systems for a further 12 months at a reduced quarterly payment because some of the work previously undertaken by the business is now being handled by Cllr Taylor. A formal quotation had not yet been received but Cllr Taylor would ask for this to be sent. **MT**

g) **Accounts for payment** See schedule on page 397

Cllr Buckley proposed the listed accounts be paid. Seconded by Cllr Boddington and agreed by all.

10. PLANNING

a) APPLICATIONS

i) DA/2019/0199 – 5A Church Street for first floor extension over existing single storey extension. Cllr Ridyard reported she had tried to speak to both immediate neighbours and had also viewed the property from Knightley Close. She proposed that Council support the application as it would have almost no impact on neighbouring properties. Seconded by Cllr Boddington and agreed by all.

b) APPROVAL(S) None.

c) REFUSAL(S) None

d) Neighbourhood Planning. Offer from planning support company to speak to the Council about possible engagement to undertake a Neighbourhood Plan.

Cllr Ridyard offered to obtain more information about NPs and report to Council in May so it could consider if it wished to go down the route of having a Plan. **BR/Agenda**

e) South Northants Council – consultation on Draft Statement of Community Involvement. Runs to 19th May. SNC had to advise Byfield PC because its area abuts Byfield parish. Cllr Ridyard would look at the Consultation and report to the May meeting. **BR/Agenda**

- Cllr Shepherd arrived at this point in the meeting, and apologised for late arrival.

f) Any urgent planning matters to be brought to the attention of the Council, arising after publication of the agenda. None.

11. LIGHTS and UTILITIES

a) Removal of PL47 from Council inventory Cllr Davis proposed that the light be disconnected from the Council supply and a new light be supplied and wired into the church electricity supply. A donation to the church for the cost of the energy to run the light could be agreed. The new light would become the property of the church.

The cost of a new light and fitting would be around £280.00 plus £363.00 for Western Power to remove the supply.

The perished external wiring to PL47 along the north wall of the church could then be removed.

This proposal was agreed.

b) Possible updating of all lights with LED lanterns The Chairman reported he and Cllr Davis had visited Pitsford and also Long Buckby which had both had LED lanterns installed. The Chairman said he was not too keen on the Zeta supplied lights in Pitsford nor the Phillips lanterns in Long Buckby which were replacements for existing lanterns. The lights on a new housing estate in Long Buckby were preferred but the 'lighting councillor' at Long Buckby later advised that the residents on the new estate did not like the lights as they left pockets of darkness. Cllr Davis reported she had looked at the lights on the new estate in Woodford Halse and these seemed to her to be very similar to the ones on the new estate in Long Buckby.

The Chairman proposed that PL44 be changed to a LED based on the recommendations of Zeta. This light is on The Green and roughly in the centre of the village so could be viewed by a good many parishioners who could advise what they think of it. This was agreed.

The Clerk would ask Zeta if they could this on a possible 'sale or return' basis.

Clk

12. ALLOTMENTS, NEW WOOD, POCKET PARK

a) Allotments

i) Plot 13. The new tenants of this plot had asked if the broken down fence could be repaired or replaced. Cllr Boddington proposed that the remaining 'hedge' and the old fence be removed in the autumn (after nesting period). It was agreed the Clerk obtain a price from the same contractor who had undertaken the work on the long section of the boundary and have the work put in hand.

Clk

b) Pocket Park/New Wood

i) Dog waste bin. It was agreed to move the bin to be nearer to the kissing gate as long as this not interfere with the water supply pipe to the burial ground/allotments. The Clerk would find a suitable contractor.

Clk

Yellow rattle plug plants would soon be going in. These would keep down grass growth.

ii) Speeding traffic on access track to recreation ground. Cllr Shepherd reported that some regular users of the parking space by Sheep Meadow 1 had very recently driven in at such a speed and in endeavouring to undertake a possible hand-brake turn had run into trees beside the track. Fortunately there had been no pedestrians in the area at the time.

The potholes in the track had recently been filled by members of the cricket club and this makes it more possible to drive at higher speeds on the track.

It was agreed to consider the installation of 'sleeping policemen' at points on the track. The Clerk would seek suitable suppliers and installers.

Clk

13. HIGHWAYS

a) Speed Indicator Devices (SID)

i) Proposal to purchase 2 extension poles and clips to allow the SIDS to be installed at a higher point above ground level.

The Chairman advised that it would be best to make sure that County Highways were happy for any extension poles to be fitted to their existing poles. No action until this is cleared with Highways.

SC

ii) Update on the state of SID1 and SID2.

Cllr Crowshaw reported that neither SID is working properly and payment for the new one should continue to be withheld. The supplier (TWM) is due to come out to look at both devices to really ascertain why they are not working as they should.

b) Monitoring traffic speed and type

i) Consideration of purchasing rubber tube counters for installation on the highway.

Cllr Crowshaw reported on a product supplied by MetroCount. However, County Highways had suggested that a radar device might be better as this is mounted beside the carriageway and would not require anyone to actually fit tubes on the highway. A licence would most likely be required from County

Highways for any devices to be fitted to the road surface and installation may have to be carried out by a regulated contractor so as to ensure safety to the installer and insurance cover for any mishaps with the tubes.

Cllr Boddington asked what would be done with any data received from either tube counters or a radar device.

Cllr Crowshaw hoped that it could be used to press County Highways for mitigating circumstances because of the volume of traffic on the A361 through the village.

Further discussions with County Highways would be needed before any decision to purchase further speed monitoring equipment.

SC/Agenda

ii) Road Safety Audit.

Cllr Crowshaw proposed that this item be removed from the agenda as HS2 funding will be providing an additional controlled pedestrian crossing (Puffin or Pelican) on the A361 and the upgrading of the existing crossing to a Puffin or Pelican crossing. The proposed site for an additional crossing is to the north of Edwards Close. This could mean the bus stop and shelter would need to be moved and the possible location is opposite the Cross Tree public house. The HS2 funding would provide a new shelter. The proposed new location for the bus stop and shelter would require discussion with the owner of 3 Banbury Road.

c) Update on HS2 construction traffic through the village

Cllr Crowshaw reported that the sub-contractor working on the Chipping Warden bypass and re-alignment of the Aston le Walls cross roads had gone into liquidation so all worked had stopped. HS2 is re-tendering for this package of work.

d) Other highway matters

i) Speed/volume of traffic on Woodford Road. A parishioner had expressed concern at the speed of traffic and the problems she had in crossing the Woodford Road.

It was agreed that a letter be sent from the Council to the police to support a new Speed Watch group. 10 volunteers are required with a co-ordinator and a deputy co-ordinator. Cllr Crowshaw felt sure that finding the required number of volunteers would not be a problem as some had already come forward. The Clerk would write to the appropriate authority.

Cik

14. BURIAL GROUND and CLOSED CHURCHYARD

a) Levelling of some graves in the burial ground To be removed from the agenda for the time being.

b) Closed churchyard – meeting with DDC officer The Chairman reported on a short site meeting. DDC require to see information from the contractor on insurance cover, method of work statement and schedule of work. A further meeting is planned for 3rd May.

Cik

c) Closed churchyard – any further work needed. There was some discussion on whether there is a need for a structural survey of the boundary walls and also whether or not to sever ivy growing on the walls. Ownership of the wall on the southern boundary needs to be ascertained as part of the wall has collapsed into land belonging to 30 Church Street. Is this a shared ownership wall? Or fully belongs to the church? The Clerk will make enquiries.

Cik

15. PLAYGROUND

a) Equipment inspection (March) No issues raised

b) New equipment Cllr Ridyard advised there would be a pre-installation site meeting on 17th April at 1pm. The possible date for commencing installation is 20th May.

c) Installing safety bark under existing items. This would be done when the installation of new items is complete.

16. BRIGHTWELL RECREATION GROUND (BRG)

a) Proposed ground works in front of sports pavilion Cllr Taylor reported that the cricket club suggested making a 'french drain' along the front of the pavilion to take surface water. The work for this is being done free of charge.

Cllr Crowshaw suggested that similar spurs be made under the decking to improve drainage further. The Chairman proposed that this additional work be funded by the Council up to a maximum cost of £500; seconded by Cllr Boddington and agreed by all. Cllr Taylor would relay this information to the cricket club.

MT

b) Internal works at sports pavilion Cllr Crowshaw is producing a report on structural and other needs e.g. improved heating to reduce damp.

SC/Agenda

c) Clearing streams alongside BRG, and beyond. The Clerk had obtained some guidance from the Wildlife Trust and the Flood Prevention department of the County Council. Following some discussion Cllr Shepherd offered to remove the sedges which are expanding along the Cornbrook on the east side of the BRG. What to do with fallen trees etc in the continuation of the Cornbrook beside the access track was left in abeyance for further consideration.

17. COMMUNICATING WITH PARISHIONERS

- a) Website Cllr Taylor is now the administrator and loading up information. He, with Small World Services, is looking to update the whole site.
- b) Facebook page Cllr Taylor reported there had been a slight increase in the number of users.

18. REPORTS FROM REPRESENTATIVES ON VILLAGE ORGANISATIONS

- a) Village Hall. Cllr Gillic reported that the hall is keeping its head above water.
- b) Combined charities. To be carried forward.

Agenda

There being no further business the meeting was closed at 9.45 pm

Chairman

May 2019

Next meetings – Thursday 25th April for any urgent planning matters and to complete parts of the
Accountability Report for audit.

Thursday 9th May for full Council and Annual Meeting

Items for May agenda None request.