

# BYFIELD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL held on THURSDAY 9 FEBRUARY 2012 in BYFIELD VILLAGE HALL at 7.30pm

**PRESENT** - Cllrs J Gillic (Chairman) A Bailey, M Buckley, J Cannell, D Jones, E Marsh and S Shepherd  
Also present - District Cllr Bob Patchett

**DECLARATIONS OF INTEREST** – Cllrs Buckley and Marsh for the payment of expenses under item 6f.

**TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE** None, all present. County Cllr Mrs Ogden sent her apologies for not being able to attend.

### 1. APPROVAL OF THE MINUTES OF THE LAST MEETING(S) –

**12<sup>th</sup> January 2012** - Cllr Marsh proposed that the minutes be approved as a true record; seconded by Cllr Cannell and agreed by all who had been present.

The Chairman proposed that due to the worsening weather the agenda order be changed to bring forward the closure of the meeting for reports and comments. Agreed

- **Closure of meeting for public comment and reports.**  
No parishioners present. Report by District Cllr Patchett attached.

Meeting re-opened.

### 2. REPORT ON MATTERS OUTSTANDING – which are not covered elsewhere on the agenda

- Web site - volunteer webmaster The Chairman reported he had received interest from two parishioners. It was agreed that the Clerk seek guidance from Danny Moody at NCALC for a specification for a webmaster, so that Council could decide which of the two be appointed. **CLK**
- Village Design Statement Cllr Cannell reported he now had this on two disks which could be sent to Daventry DC.
- Registered Village Greens - registering with Land Registry. The Clerk advised this was on-going.
- NCC land at Fiveways The Clerk advised that she and Cllr Cannell had met on site with an officer from NCC. Only a 1m strip around the edge is designated as belonging to the Highways department; the balance is in general control of NCC. The officer will find out if the whole plot can be designated as surplus to requirement. On-going.
- Bollards for parking area near village hall It was agreed that the Clerk seek prices for 'bollards in a box' i.e. a bollard which is folded down and stored within a box with a metal plate and only brought up into use when needed. It was thought that maybe only 4 or so would be needed if a chain could be fitted between the bollards when necessary. **CLK**
- Wording for 2<sup>nd</sup> advisory notice at car parks near village hall Wording provided by Cllrs Gillic and Jones was approved. The Clerk to order a notice from Nordis. **CLK**  
(Cllr Shepherd arrived at this point)

**3. CHAIRMAN'S ANNOUNCEMENTS** None. The Chairman advised he had thought that representatives of the Jubilee Celebrations committee would be attending to explain their request for specific funding for the weekend. They had sent details of their request, which had been circulated to councillors and was covered under item 6e.

### 4. GENERAL CORRESPONDENCE requiring a DECISION

- Village hall quiz (3 March) Insufficient councillors available to form a team.

### 5. ANNUAL REVIEW OF THE COUNCIL'S RISK ASSESSMENT

Prior to the meeting Cllr Marsh had circulated a copy of the current RA, which had been updated in certain areas to meet with necessary changes. She proposed that the document as circulated be

adopted for a further 12 months, with reviews being undertaken during the year; seconded by Cllr Cannell and agreed by all.

The Chairman thanked Cllr Marsh for her work in this area.

## 6. FINANCE

### a) FUND BALANCES and Financial state

The Clerk reported that the financial state at 27<sup>th</sup> January 2012 showed total liquid assets of £69,997.17 Including £49,195 in the NatWest Bonus Saver and Current a/cs, which form the Council's reserve fund. Details of payments against budgets showed £38626 (excl VAT) against a budget of £43384 (excl £4K for the Jubilee sign in 2012)

b) Internal Control Cllrs Gillic and Jones had checked the account books against bank statements and minutes and found all to be in order.

### c) Banked INCOME since last meeting to 27 January 2012

Lloyds TSB	Interest for December	£0.77
NatWest Bank	Bonus saver interest Oct-Dec	£125.15
Cross Tree ph/Fiveways	Sale of 2012 calendars	£138.00

d) Internal Audit for 2011-12. The Clerk reported she had contacted the internal auditor but not yet had a reply.

### e) Jubilee Celebrations

i) Jubilee weekend. Based on the request from the Celebrations Committee Cllr Jones proposed that the Council fund the booking of 3 bands and a team of Morris dancers up to £1800 excl VAT. The Council would make the bookings and the payments. Seconded by Cllr Marsh and agreed by all. Clerk to advise the committee. **CLK**

The question of any profits from events funded by the Council was raised and Cllr Gillic agreed to raise how this should be dealt with at the next meeting of the committee (21 February) It was not clear if any charges would be made for the Oompah Band and Blue Meanies concerts on the Sunday and Monday respectively.

ii) Mugs. It was agreed that the Council would purchase 150 mugs as gifts for the children attending Byfield school and pre-school. The Chairman and Clerk to decide on a style and wording. **JG/CLK**

iii) Provision of bunting. Clerk to cost this and to be considered at the March meeting. **Agenda/CLK**

iv) War memorial garden planting. Agreed that planting should be red, white and blue. Clerk to advise the various groups who plant and maintain the remaining 4 beds. **CLK**

### f) ACCOUNTS FOR PAYMENT

Cllr Cannell proposed that the following accounts be paid; seconded by Cllr Bailey and agreed by all.

Cheque No		£	VAT	Authority
2956	Supplies Team Printer cartridges	49.66	8.28	s111 LGA 72
2957	N Stanford Tree work (2 fells + willow)	665.00	nil	s19LG(MP)A76
2958	Towcester Building Services Bag MoT Type 1	41.40	6.90	Allts Act 1908
2959	Main Line Timber 3 x bollards	38.16	6.36	s19LG(MP)A76
2960	Woodford Tool & Plant Hire of generator etc	49.20	8.20	ditto
2961	SLCC Enterprises Clerk's Practitioner's Conference 17/18 Feb	180.00	30.00	s175 LGA 72
2962	Northants CALC Website course	29.00	nil	ditto
2963	ESPO Stationery	51.24	8.54	ditto
2964	Dovetail Design Repair/refurbish wood seat	85.00	nil	S19LG(MP)A76
2965	I.N. Sheds 6x4 shed for Council goods (balance)	267.30	44.55	ditto
2966	RD Landscapes Fence beside allotments + various environmental work and work at war memorial garden.	846.00	141.00	s19 LG(MP)A76
2967	Mrs C White Maintenance of playground Jan.	69.30	nil	ditto
2968	Mrs R Jeacock Replaces #2917 - lost by bank	25.00	nil	
2969	Ian Tompkins Replaces #2918 - lost by bank	78.00	nil	
2970	Mrs R Jeacock Bus shelters - January	25.00	nil	s4LH(MP)A 53
2971	Mrs C White Litter collecting - January	78.00	nil	s19LG(MP)A76

Cheque No		£	VAT	Authority	
2972	Mrs A Weller	Clerk's expenses: room as office, BT line, (Feb12 - Feb13) B'band Dec, deposit on Shed + mileage	182.06	26.23	s111 LGA72 s19LG(MP)A76
2973	HMRC	PAYE February 2012	93.80	nil	s112 LGA 72
2974	A Weller	Net pay February	375.97	nil	s112 LGA 72
2975	Cllr M Buckley	Mileage - website course	13.00	nil	s174 LGA 72
2976	N Stanford	Tree work - beside tennis courts + Behind bowls club	1050.00	nil	s19LG(MP)A76
2977	Byfield Holy Cross PCC	Pages in Dec/Jan + Feb/March <i>Byword</i>	36.68	nil	s142 LGA 72
2978	Cllr E Marsh	Expenses re Pocket Park	70.05	nil	Op Spaces 1906
2979	Brightwell Rec Ground	Transfer of Scout HQ ground rent 2011-12	50.00	nil	s19LG(MP)A76

## 8. PLANNING

### a) APPLICATIONS

i) 2012/0032 - 5A Westhorpe Mews for variation of Condition 7 of permission 2011/414 - relates to raft or pile and beam. It was agreed to offer 'No Observations' as comments.

### b) APPROVAL(S)

i) 2011/999 - 9 Fessey Road for renewal of permission 2009/259 for dwelling attached to existing dwelling

c) REFUSAL(S) None

d) Affordable Housing update. The Clerk reported she had written to the NRHA.

e) Update on Appeals.

i) 2011/407 - for 36 dwellings off Woodford Road. Appeal against refusal dismissed by Planning Inspector.

ii) 2011/408 - for change of use of land adj to Church Street to Pocket Park (linked with 2011/407). Appeal against non-determination in due time upheld. Permission granted.

Cllr Cannell suggested that Council might wish to reconsider its' policy of not meeting with possible developers before commenting on applications.

**March agenda**

f) Any urgent planning matters to be brought to the attention of the Council, arising after publication of the agenda.

Notification had been received of 2 planning applications that needed attention before the March meeting. It was agreed to meet on Wednesday 22<sup>nd</sup> February at 7pm.

## 9. JUBILEE CELEBRATIONS

### a) Village Sign

i) NCC had advised that it would be acceptable to site the sign on The Green

ii) Underground cables etc. Clerk to contact BT and to obtain other utility maps.

CLK

iii) No further information on a design

JG

iv) Wording - Clerk to check with Cabinet Office regarding any wording relation to the Jubilee

CLK

## 10. MAINTENANCE OF CLOSED CHURCHYARD

No further information from DDC regarding possible delegation of functions from Enterprise MS to Byfield PC.

## 11. ENVIRONMENT

a) Policy on tre maintenance Cllr Jones had submitted a draft policy and timetable. Some changes were agreed to the timetable. The policy, with changes, was agreed. Cllr Jones would provide a revised policy for the March meeting. **DJ**

b) Report on most recent work Cllr Jones reported that work had been undertaken to clear the footway beside the A361 to The Twistle and the southern end of Banbury Lane. Parishioners Mr and Mrs Broad and John Russell had helped the contractor with some of this work. Letters of thanks would be sent these. **CLK**

## 12. PLAYGROUND

a) Playground inspections Surveys had been carried out by councillors and no major problems found, writing.

Cllr Cannell reported he had checked the fittings of the Adventure Climber and found them to be acceptable.

### **13. BURIAL GROUND, ALLOTMENTS, NEW WOOD, POCKET PARK**

a) Water meter readings 3 Feb Main 22970 Sub 2662

b) Allotments

- New section of fence on Farndon Road boundary is very good
- Contractor (G Cross) to spread further stock of MoT on steps and ramp

c) Burial Ground

i) Improvements to paths. Mr G Cross to start work on replacing timber edges. Hornton stone not currently available but will be ordered as soon as quarry re-opens.

d) Pocket Park/New Wood

i) Volunteers continuing to clear undergrowth. Council congratulated Cllr Marsh and her team. Trees from Woodland Trust had arrived and it was hoped they would be planted in the next 2 weeks, depending on arrival of tree guards and canes.

ii) Green Flag Community Awards. To be removed from the agenda.

iii) Use of sheep meadows. Clerk to arrange an agreement with farmer.

**CLK**

### **14. HIGHWAYS and RIGHTS OF WAY**

a) Request to extend out 30mph limit on A361 south No further response from NCC. Clerk to make contact.

**CLK**

b) Matters reported to MGWSP Blocked drain in Banbury Lane (south) reported and others known of to be reported e.g. junction of Woodford Road and Church St and The Green.

**CLK**

c) RoW

- EF14 (Muddy Lane) NCC will pursue farmer regarding reinstated line of bridle way.
- EF4 - Cllr Bailey to inspect and report lack of line of path if this is the case
- Waymarkers - supplied by NCC
- Stiles on EF5 and 16. Cllr Shepherd offered to attend to the two stiles as he leases the meadow.
- EF18 (BRG) The Clerk reported that RD Landscapes would smooth out the 'lumpy' tarmac when next in the village.

### **15. LIGHTING, UTILITIES**

a) Offer from NCC to use their PFI contractor (Balfour Beatty) It was agreed not to take up this offer but to retain independence.

b) Any lighting problems None known of.

### **16. COUNCIL PROPERTY**

a) Transfer of cooker Cllr Marsh proposed that the cooker purchased by the Council for use in the village hall be now formally transferred to the village hall management committee; seconded by Cllr Cannell and agreed by all.

**CLK**

b) Recent work on Council Property Cllr Jones reported that the memorial seat by the noticeboard was back in place. Work had been carried out at the war memorial garden

c) Noticeboard in Bell Lane The Clerk reported that she had verbal agreement from NCC. Quotation to be sought from Greenbarnes for a two-bay board.

**CLK**

d) Consideration of a 3<sup>rd</sup> Council noticeboard for the Dolls Hill area Cllr Jones will look at the suggested locations and put forward her ideas at the April meeting.

**DJ**

### **17. COMMUNITY**

a) Village of the Year competition (Northants ACRE) It was agreed not to enter.

### **18. BRIGHTWELL RECREATION GROUND**

a) Future management Cllrs Cannell and Gillic to meet before the next BRGA meeting.

**JC/JG**

### **19. REPORTS FROM REPRESENTATIVES ON VILLAGE ORGANISATIONS**

a) Brightwell Recreation Ground Charity No meetings.

b) Village Hall Bookings are improving

**Date of next meeting(s) - Wednesday 22 February - planning only  
Thursday 8 March**

There being no further business the meeting was closed at 9.42pm

