

# BYFIELD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL held on THURSDAY 9 JUNE 2011 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 - County Cllr Gina Ogden and District Cllr Bob Patchett. No parishioners present.

**DECLARATIONS OF INTEREST** – None.

**ACCEPTANCE OF APOLOGIES FOR ABSENCE** were accepted from – None. All present.

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

**12<sup>th</sup> May 2011.** Cllr Bailey proposed that the minutes be approved as a true record; seconded by Cllr Cannell and agreed by all.

### 2. UPDATE ON MATTERS OUTSTANDING not covered elsewhere on the agenda

a) Playground shelter The damaged section had been repaired and welded back in place. Contractor would paint whole shelter when weather is dry.

b) Lock on lower BRG gate The Clerk has this in hand. **Clk**

c) Village map Cllr Cannell reported he had met with the artist. A small amount of work needs to be carried out to the agreed draft. When this has been completed the map will be put onto a disk so that Greenbarnes can produce the finished product and quote for a suitable case.

d) Gravel for lower car park The Clerk reported she was still unable to find a contractor to quote for spreading the gravel and so none had been ordered. Cllr Shepherd advised that he will soon have a contractor with a JCB undertaking some work for him and he was sure that the contractor would spread the gravel. The Clerk would order 30 tonnes of gravel as soon as possible. **Clk**

e) Council Website Cllr Buckley provided two paper versions of the home page. Work is developing on the site and he hoped to be able to offer more detail at the meeting later in June.

### 3. CHAIRMAN'S ANNOUNCEMENTS None

- Meeting closed for reports from County Cllr Mrs Ogden and District Cllr Bob Patchett  
See attached notes.

Meeting re-opened.

### 4. REVIEW OF POLICY on ARCHIVING and DISPOSAL OF DOCUMENTS

It was agreed to continue with the policy set in 2010, that is.

a) Planning. To dispose of most planning applications **after 5 years.** 'Interesting'/controversial applications to be retained for longer.

b) Finance. To dispose of finance documents **after 7 years.**

c) Other None

### 5. CONSIDERATION OF ESTABLISHING FURTHER POLICIES

Councillor Gillic advised that it would be very desirable to have some policies which could be regarded as necessary e.g. Equal Opportunities and Dealing with Complaints against the Council.

It was agreed to set up a small Working Party of Cllrs Gillic, Bailey, Cannell and Marsh to discuss these and other policies. Cllr Gillic would arrange the first meeting. **JG**

### 6. ITEM(S) BROUGHT FORWARD FROM THE LAST MEETING, REQUIRING A DECISION

a) Brightwell Recreation Ground Association - additional Council representatives. Cllr Marsh had declined due to pressure of work. The Chairman had asked Cllr Shepherd if he would be the second

Council representative and Cllr Shepherd had agreed to do this. The Clerk would advise the Secretary of the Association. **Clk**

b) Nomination of second trustee on Byfield Combined Charities. The Chairman advised that he had spoken with Mark Challice who had been nominated with Cllr Jones last year. Mr Challice is currently the Chairman of the trustees and is willing to continue as a trustee for the time being. It was agreed that Mr Challice continue as the second trustee.

Note: the Council does not have to nominate councillors as trustees.

c) Daventry and District Housing grant scheme Three possible ideas were put forward

- Clearing of the stream between the tennis courts and Thomas Close. This now being somewhat overgrown.
- Funding for a picnic table on the recreation ground, if this is agreed to by the Council
- Funding for tools for the Pocket Park volunteer group.

The Chairman offered to look at the application form. A final decision on what to apply for could be made at the meeting later in June. **Clk**

## 7. FILLING VACANCIES ON THE COUNCIL

Cllr Jones offered to draft an advertisement for the next issue of the Byword. **DJ**

The Clerk would ask Northants CALC for any really useful working. **Clk**

The Clerk reminded Council that a copy of the latest edition of *The Good Councillor's Guide* could be lent to any prospective councillors, so that they could see what is involved.

## 8. GENERAL CORRESPONDENCE requiring a DECISION and not covered elsewhere on the agenda

a) SLCC publications No copies requested. The Clerk would bring the office copies of some publications to the next meeting. **Clk**

b) Central Office of Information DCLG requesting Local Councils to publicise that they are seeking to have communities build their vision for their local area. It was agreed to put this in the Byword. **EM**

## 9. REVISION OF STANDING ORDERS

a) Model SO 32 (Byfield SO 31). This is not a mandatory SO. Section B has been revised. It was agreed that a written notice for a motion to add, amend or revoke any SOs must be signed by at least TWO councillors.

The Clerk would provide a replacement page for the Standing Orders. **Clk**

## 10. FINANCE

a) FINANCIAL POSITION The Clerk reported that the financial state at 27 May 2011 showed total assets of **£80,531.38** of which £52671 is held in the NatWest Bonus Saver a/c as reserve funds. £16052 of the reserve funds are ring-fenced or for projects.

b) Report on Internal Control Cllrs Gillic and Jones had carried out a check of the account books against bank statements and invoices.

c) Banked INCOME since last meeting to 20 May 2011

J&M Humphris	Memorial fee – Mrs E McCoy.	£104.00
Lloyds TSB	Interest for April	£0.83

d) INTERNAL AUDIT Final Report The Internal Auditor had signed off Section 4 of the Annual Return and had made no adverse comments on the procedures of the Council. Report noted. Annual Return to be submitted to BDO by 17 June. **Clk**

e) Nat West Bank accounts (reserve funds) Cllrs Cannell and Shepherd remain as signatories. Mr Challice to be removed as no longer a councillor. It was agreed to add Cllrs Gillic and Bailey as additional signatories.

f) Insurance cover from 1 October – review It was agreed to carry this forward to July. **July agenda**

**g) ACCOUNTS FOR PAYMENT**

Cllr Buckley proposed that the two payments already made to Tony Bignold for work at the playground be approved; seconded by Cllr Cannell and agreed by all.

Cheque		£	VAT	Authority	
No					
2810	Tony Bignold	Emergency work at playground to remove wood surrounds to bark surfaces	130.00	nil	s19LG(MP)A76
2811	Tony Bignold	Removing graffiti and treating timbers of fort/slide	440.00	nil	ditto

Cllr Cannell proposed that Council continue to subscribe to the Oxfordshire Playing Fields Association newsletter at £10pa for 4 issues. There is no longer a similar publication in Northants. Agreed by all

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

Cheque		£	VAT	Authority	
No					
2812	Cllr Jones	Paper + ink cartridge	19.98	3.33	s111 LGA 72
2813	GreenThumb	Treatment of grass at war memorial garden	67.98	11.33	s19LG(MP)A 76
2814	Flore PC	Use of photocopier Feb-May	20.74	nil	s 111 LGA 72
2815	ESPO	Stationery	26.70	4.45	ditto
2816	AJ Webster	Plants for war memorial garden	41.40	6.90	s19LG(MP)A 76
2817	Main Line Timber Ltd	5 x bollards	49.20	8.20	ditto
2818	Northants CALC	Training course – allotments	29.00	nil	s111 LGA 72
2819	SLCC	Training course – burials	48.00	8.00	ditto
2820	NCC Byfield School	Hall hire – APM	15.00	nil	ditto
2821	Mrs R Jeacock	Honor'm cleaning bus shelters May	25.00	nil	s4 LG(MP)A 53
2822	IanTompkins	Honor'm Litter collection May	104.00	nil	s19LG(MP)A76
2823	Mrs A Weller	Clerk's expenses: room as office, BT Call Plan + calls, B/band, mileage, tree ties	30.58	1.95	s 111 LGA 72
2824	Oxon PFA	Sub <i>The Playing Field</i>	10.00	nil	ditto
2825	HMRC	PAYE June	94.00	nil	s112 LGA 72
2826	Mrs A Weller	Net pay June	357.77	nil	s 112 LGA 72
2827	Tony Bignold	Removing graffiti from under slide	32.50	nil	s19LG(MP)A 76
DD	PWLB	16 <sup>th</sup> repayment of loan (of 20) + 3 <sup>rd</sup> of 20	2117.95	nil	n/a

**11. PLANNING**

a) APPLICATIONS None to consider

b) APPROVAL(S)

- i) 2011/194 – 17 Banbury Road for replacement garage
- ii) 2011/211 – Recreation Ground for extension to Scout HQ

c) Howkins and Harrison re offer of land at the rear of The Causeway for affordable housing. It was agreed that the Council was not in a position to say whether or not this land is suitable as a potential exception site. It was considered that the land had been neither accepted or rejected when put forward to the Northants Rural Housing Association as a possible site. The Clerk would write to Howkins and Harrison. **Clk**

d) Affordable Housing update The Clerk reported that NRHA hope to have a sketch plan available for the September meeting. A funding application is being put forward.

e) Village Design Statement Cllr Cannell will obtain further photographs. Maps acquired by the Clerk to be added. A copy of the draft had been sent to Bryan Martin for any comments. Cllr Buckley offered to speak with Mr Martin and to also join Cllr Cannell in finalising a draft copy to be submitted to Daventry DC. **MB**

f) Report on training session at DDC (for Council Members) regarding the impact of the new planning system

Cllr Cannell reported that unfortunately neither he nor the Clerk had, in the end, been able to attend this. The session was primarily for DDC members but had been opened to Parish Councils as well. The notes of the training evening had been sent to all interested Parish Councils.

It was agreed that the Clerk ask DDC if a training session could be offered by its officers for Parish Councils – either at locations for groups of villages or at DDC offices. **Clk**

g) Any urgent planning matters to be brought to the attention of the Council, arising after publication of the agenda. 2 further planning applications had been received and a meeting would be held on 22 June.

## 12. BURIAL GROUND, ALLOTMENTS, NEW WOOD, POCKET PARK

a) Water meter readings Main meter = 2878 Sub meter = 2587 (c90%)

b) Allotment Gardens

i) Rents from 1 October 2011. Cllr Marsh reported that new legislation and Case Law meant that notice of 12 months was required for any increases in allotment rents. She proposed that Council consider allotment rents from 1 October 2012 in either July or September 2011; so that the necessary 12 months notice can be given.

Also, rents cannot be charged for 'large' or 'small' gardens. Cllr Marsh would measure each of the present gardens and calculate a rent for each. These would form the rent for the period 1 October 2011 to 30 September 2012.

ii) Revised Tenancy Agreement. There is now a new model Agreement and this will replace the present Agreement.

c) Pocket Park

i) Possible creation of passing-bay beside access track to BRG. Cllr Marsh said she could see the need for this but would prefer not to encroach into the Pocket Park. She would look at a possible site on the stream side of the track about half way along, to see if this would be wide and long enough and safe.

d) New Wood and Wetland

Paths strimmed and being used by walkers. Some of the wood area also cleared. One of the allotment holders has voluntarily taken on caring for the Wetland area including undertaking some planting. This area is now looking much better.

Additional item

e) Burial Ground Gravel paths had been sprayed to kill weeds. Too dry to treat with a flame gun.

## 13. COUNCIL PROPERTY

a) Installation of a picnic table on the recreation ground It was agreed by a majority to install one table fairly near to the playground.

Cllr Jones proposed a table in recycled plastic from Earth Anchors that could accommodate a wheelchair and with backless benches would be best and she asked for an agreement for a total expenditure of up to £1000 including a concrete base and installation. This was agreed. Seats of this type are already on the recreation ground.

Cllk/DJ

b) Maintenance of wooden bus shelters The estimate from Tony Bignold was considered and it was agreed that a second estimate should be obtained for comparative purposes.

Cllk

- The Chairman advised that as it was approaching 10pm he would accept 'bids' for urgent items on the remaining agenda items. The remaining items would have to be carried forward to the next meeting.

## 14. ENVIRONMENT

a) Felling and/or reducing height of trees on the BRG between the tennis courts and Thomas Close

Cllr Jones advised that most of the residents contacted in Thomas and Edwards Close had supported some work on this group of trees, which had grown very tall.

It was suggested that councillors look at the trees following the additional meeting for planning matters on 13 June. This in order to familiarise themselves with the location and size of the trees.

b) Request for height reduction on trees on the recreation ground at the rear of Thomas Close

To be carried forward.

Agenda

## 15. HIGHWAYS

a) Proposal for 20mph speed limit outside the school in Bell Lane This was supported but not the idea of flashing signs to warn drivers of their speed. Clerk to advise NCC.

Cllk

b) Extended 30mph limits The limits on Woodford Road and Church Street had been extended and the signs installed.

c) Request for a chicane on Woodford Road To be carried forward.

Agenda

d) Report by BRB (Residuary) on redundant rail bridges To be carried forward

Agenda

e) MGWSP – Parish Enhancement Gangs Cllr Bailey had sent in requests for various work, including siding out of the footway beside the A361 to at least The Twistle and beyond if possible.

f) Update on any matters reported to NCC/May Gurney To be carried forward.

Agenda

g) Site meeting with NCC re pedestrian crossings No response yet. Clerk will ask again.

Agenda

**16. RIGHTS OF WAY**

- a) Report of any problems )
- b) Appointment of Parish Path Warden ) to be carried forward

**Agenda**

**17. PLAYGROUND**

- a) Regular inspections These are now due weekly. The Clerk distributed a new rota.
- b) Request for a skate park To be carried forward. **Agenda**
- c) Re-installation of Adventure Climber Cllr Cannell reported that Timberline can supply and install rubber mats for £1960 and could do this when they bring the new cross struts and re-install the unit. It was agreed that as the Adventure Climber (AC) has to be taken apart by Timberline and re-installed that the existing raised bark surface be removed and the AC be installed at ground level with rubber mats or similar.  
Clerk to give prices to Cllr Cannell of the installation of Ecomulch as an alternative to mats. **Clk**
- d) Regular maintenance of bark surfaces Clerk advised that RD Landscapes will do this when visiting to mow.
- e) Safer surfaces under the fort/slide. To be carried forward. **Agenda**

**18. LIGHTING, UTILITIES**

- a) Report on any new problems To be carried forward **Agenda**
- b) Switching off some lights It was agreed to ask E.ON to remove the fuses from PLs 84,86,87 and 88 at a cost of £7.50 per light plus VAT. **Clk**  
Suitable notices to be produced to advise parishioners that these lights had been disconnected. **Clk**

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

- a) BRGA (JC) To be carried forward. )
- b) Village Hall (MB) To be carried forward ) **Agenda**

**Date of next meetings - Monday 13 June – planning only**  
**Wednesday 22 June – further planning plus other matters**  
**Thursday 21 July – Full Council**

There being no further business the meeting was closed at 10.00 pm.

Chairman

June 2011

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## **BYFIELD PARISH COUNCIL**

Notes of reports and comments made during the closed section of the Council meeting held on 9<sup>th</sup> June 2011

### Report by County Councillor Mrs Gina Ogden

- Visited exhibition about proposed wind farm near Shugborough
- Visited exhibition at Boddington re proposed HS2 rail line
- Princes Trust. Offering 12 week courses for young people in conjunction with Daventry and District Housing. Aimed at helping them get into work.
- Boundary Commission – recommended changes to ward structure at Daventry. Feels that the proposed 3 member wards will not be as beneficial at the present system.

### Report by District Council Bob Patchett

- Has spoken with officers regarding some brown bins in Byfield not being emptied this week, under the new contract.
- Is still working with officers for a change to the maintenance regime for the closed churchyard.
- Former tile shop in High Street. The Environmental Health officers are working with the owners.
- Pressing for continued funding for Northants Touring Arts