

# BYFIELD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL held on WEDNESDAY 20 JUNE 2012 in BYFIELD VILLAGE HALL at 7.30pm

**PRESENT** - Cllrs J Gillic (Chairman), A Bailey, J Cannell, D Jones and E Marsh.  
Also present - District Cllr Bob Patchett. No parishioners present.

**DECLARATIONS OF INTEREST** – Cllr Marsh declared an interest for claiming for reimbursement of expenses relating to the Pocket Park.

**ACCEPTANCE OF APOLOGIES FOR ABSENCE** were accepted from Cllrs Buckley and Shepherd.

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

**10<sup>th</sup> May 2012.** 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) Website None available as Cllr Buckle not present. Cllr Gillic would pass details to Cllr Buckley of the volunteer interested in being webmaster. **JG**

It was agreed to ask Mark Challice to give a demonstration of the website to Council at the July meeting and explain the state to date. **JG**

b) Village Design Statement The Clerk reported that Daventry DC had been asked for any update or comments but none had been forthcoming, possibly because they were having to work more towards their Core Strategy. The Clerk would again try to get an update on the submitted draft VDS. **Cik**

c) Registering the village greens with the Land Registry Still on-going. **Cik**

d) Land at Fiveways A verbal offer to purchase the land had been made to Northants CC but they had suggested that the District Valuer be engaged (with the costs shared) to provide an alternative valuation. It was agreed the Clerk aim to find out the scale of fees charged by the District Valuer. **Cik**

e) Establishing Policies

i) For dealing with complaints against the Council

ii) For Equal Opportunities

Template policies/procedures had been obtained and Cllr Gillic would provide drafts for the next meeting. **JG**

### 3. CHAIRMAN'S ANNOUNCEMENTS None

- Meeting closed for report from District Cllr Bob Patchett

Meeting re-opened.

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

It was agreed to continue with the policies set in 2011, 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. ITEM(S) BROUGHT FORWARD FROM THE LAST MEETING, REQUIRING A DECISION

a) Appointment of 2<sup>nd</sup> trustee to serve on Byfield Combined Charities

Cllr Jones advised she did not wish to continue as a trustee, but that Mark Challice was happy to continue as a Council nominated trustee and had very recently been re-elected as Chairman of the Combined Charities.

Cllr Bailey advised that he was no longer in a position to have his name put forward. Cllr Cannell offered to ask his wife, Pat, and this was agreed. **JC**

Cllr Gillic indicated that if Mrs Cannell was not able to take up the nomination then he would be the 2<sup>nd</sup> Council nominated trustee.

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

a) Audit Commission - external auditors Consultation on the re-appointment of BDO LLP for a further 5 years. Only comments against the appointment being required. It was agreed that BDO LLP are acceptable and therefore no comments need be sent.

b) Byfield Cricket Club Risk assessment for parking of cars on the Brightwell field during cricket matches. This had been circulated to all councillors and it was agreed to be acceptable.

c) NCALC and DDC - New Code of Conduct. To be carried forward to the July meeting and to await further information.

## 7. FINANCE

a) FINANCIAL POSITION The Clerk reported that the financial state at 27 May 2012 showed total assets of **£80,700.14** of which £49318 is held in the NatWest Bonus Saver a/c as reserve funds. £13,353 of the reserve funds are ring-fenced or for projects. In addition, £10,000 of the first half of the precept of £20883 is invested in a short term (2 months) account with Lloyds TSB, giving a better rate of interest than the Instant Access account.

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

c) Banked INCOME since last meeting to 20 May 2012

|            |                    |       |
|------------|--------------------|-------|
| Lloyds TSB | Interest for April | £0.73 |
|------------|--------------------|-------|

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. A copy of his report had been given to each councillor and it was agreed to adopt the report.

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

f) War Memorial flower beds Mrs J Millns plants up the large round bed but has not never claimed for the cost of plants or seed. It was agreed to offer to make a donation of £25.00 to a charity of her choice en lieu. The Clerk to contact Mrs Millns. **Clk**

## g) ACCOUNTS FOR PAYMENT

Cllr Bailey proposed that the following accounts be paid; seconded by Cllr Cannell and agreed by all. This included a payment already made for a band for the Jubilee weekend celebrations and also an agreement to continue to subscribe to copies of *The Playing Field* from Oxon Playing Fields Association.

| Cheque No |   | £       | VAT    | Authority                    |
|-----------|---|---------|--------|------------------------------|
| 3032      | Frank Chislett Band for Jubilee celebrations  | 1200.00 | 200.00 | S137 LGA 72 **               |
|           | ** paid 2 June 2012 and formally authorised now   |         |        |                              |
| 3033      | Byfield Village Hall Hire in May  | 22.05   | nil    | s111 LGA 72                  |
| 3034      | RD Landscapes Ltd Mowing in May   | 943.20  | 157.20 | s214 LGA 72<br>S96 High A 80 |
| 3035      | GreenThumb Treatment of grass at war memorial garden  | 67.98   | 11.33  | s19LG(MP)A 76                |
| 3036      | Oxfordshire PFA 2 x copies of 'The Playing Field'   | 10.00   | nil    | ditto                        |
| 3037      | J Russell Receipt books for Photo Museum  | 11.80   | 1.96   | s 111 LGA 72                 |
| 3038      | Mrs C White Playground maintenance May  | 69.30   | nil    | s19LG(MP)A 76                |
| 3039      | Canon UK Lease of copier May-July   | 36.76   | 6.13   | s111 LGS 72                  |
| 3040      | G Taylor Clearing stream banks at Fiveways  | 150.00  | nil    | s96 High A 80                |
| 3041      | Information Commissioner Registration under Data Protection Act                                     | 35.00   | nil    | s111 LGA 72                  |
| 3042      | A J Webster Plants for war memorial gardens   | 42.84   | 7.14   | s19LG(MP)A 76                |
| 3043      | Mrs R Jeacock Honor'm cleaning bus shelters May   | 25.00   | nil    | s4 LG(MP)A 53                |
| 3044      | IanTompkins Honor'm Litter collection May   | 104.00  | nil    | s19LG(MP)A76                 |
| 3045      | Mrs A Weller Clerk's expenses: room as office, BT Call Plan + calls, B/band, mileage, rent for Shed | 53.00   | 3.34   | s 111 LGA 72                 |
| 3046      | HMRC PAYE June  | 70.60   | nil    | s112 LGA 72                  |

|      |                       |  |         |      |               |
|------|-----------------------|--|---------|------|---------------|
| 3047 | Mrs A Weller          | Net pay June   | 399.17  | nil  | s 112 LGA 72  |
| 3048 | Mrs A Weller          | Preservative for bus shelters                                      | 36.53   | 6.08 | s4 LG(MP)A 53 |
| 3049 | Holy Cross PCC        | Pages in Jun-Jly Byword  | 18.34   | nil  | s142 LGA 72   |
| 3050 | TBS Building Supplies | Bag of MoT (for Pocket Park)                                       | 41.40   | 6.90 | s19 LG(MP)A76 |
| 3051 | Flore PC              | Use of copier Nov 11- Feb 12                                       | 21.03   | nil  | s111 LGA 72   |
| 3052 | Cllr E Marsh          | Petrol for strimmer (Pocket Park)                                  | 7.20    | 1.20 | s19LG(MP)A76  |
| DD   | PWLB                  | 18 <sup>th</sup> repayment of loan (of 20) + 5 <sup>th</sup> of 20 | 2052.15 | nil  | n/a           |

## 8. JUBILEE CELEBRATIONS

a) Report on the weekend of events and financial matters. The Chairman reported that it had been a very good weekend with a great atmosphere. The rain on the Sunday meant that the Picnic in the Park became the Picnic in the Village Hall, but everyone joined in wonderfully. The produce show was well supported and the Oompah Band on Sunday evening was a very jolly event.

The organising committee had dealt only in cash and when necessary payments had been accounted for they had a surplus of £193.30 which they offered to the Council - as the Council had funded the village hall and Oompah Band. Cllr Cannell proposed that the surplus be divided equally between the village hall management committee and the Byfield Combined Charities as this could mean the money would be of use to a wide range of parishioners; seconded by Cllr Marsh and agreed by all.

b) Village Sign To be carried forward.

**July agenda**

## 9. PLANNING

a) APPLICATIONS None to consider

b) APPROVAL(S) None received

c) REFUSALS None received

d) Report on attendance at DDC Planning Committee Cllr Cannell reported that he had attended the meeting to speak against application 2012/253 but the committee had decided to grant permission, with some conditions including the widening of Whitecroft Lane and provision of passing bays.

e) Any urgent matters to be reported to Council Information had just arrived of a small application for which comments are required by 10 July (before next scheduled meeting). Drawings etc not yet on the DDC website. Consideration was made to hold an extra meeting on Wednesday 4 July, but two councillors announced they would not be available. A decision whether or not to try to call an extra meeting would be made when full details were available.

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

a) Water meter readings Main meter = 3012 Sub meter = 2690 (c90%)

b) Allotment Gardens

i) Rents from 1 October 2013. Cllr Marsh proposed a 5% increase in rents. This was agreed by all. She would arrange for a new schedule of rents per plot to be drawn up so that the Clerk could inform the tenants.

**EM**

c) Pocket Park and New Wood The roundabout had been 50% replanted with less formal plants. Cllr Marsh had signed up for a trial with a disease resistant elm tree.

d) Burial Ground Nothing.

## 11. COUNCIL PROPERTY

a) Dog waste bin, Boddington Road It was agreed to order a bin from Earth Anchors, in green, to be located near to the junction with The Twistle.

**Clk**

b) Maintenance of wooden bus shelters Contract let to Tony Bignold. Work will be carried out when the wood is dry.

### Additional item

c) Stone bus shelter on Fiveways It was agreed that the Clerk ask Tony Bignold to give a price to improve/replace the band below the circular roof.

**Clk**

## 12. HIGHWAYS

a) Meeting with NCC regarding speed limits in The Twistle and speed control ramps on Boddington Road Cllr Bailey reported that he and the Clerk had met with NCC officers who had readily agreed to apply for an extension of the 30mph limit in The Twistle to some yards beyond the redundant railway bridge.

They could not though agree to any form of humps or cushions on Boddington Road to slow down traffic.

b) Improving parking facilities in Jubilee Close Cllr Bailey reported that DDC had no funds to create parking bays beside the road. Some houses have been purchased and some belong to Daventry and District Housing. It was agreed to ask D&DH what improvements they could offer for their tenants.

**Clk**

If nothing is forthcoming then the Council would try to involve the District Councillors.

**Additional item**

c) Matters reported to May Gurney Cllr Bailey reported that he had contacted May Gurney to deal with clearing weeds on footways in various roads, to deal with numerous blocked gullies and to clear the grip at the junction of Church Street and Farndon road at the low point. The latter quickly floods during rain because the water cannot drain away into the stream.

**13. RIGHTS OF WAY**

a) Problems with RoWs

i. EF5 behind Clock Meadow - overhanging trees. The Clerk to contact Mr and Mrs Millns, who are thought to be the field owners.

**CIk**

ii. EF14 (Muddy Lane) A path needs to be cleared through the crops. Cllr Bailey will speak to Mr Watts.

**AB**

**14. PLAYGROUND**

a) Regular inspections Being carried out. A number of councillors need a further copy of the rota. **CIk**

b) Signage The Clerk and Cllr Cannell will produce a suitable draft wording. **CIk/JC**

c) Equipment Hand grips for spring toys needed. Clerk to order from Wicksteed. **CIk**

d) Repair to fort 'roof' Cllr Cannell advised that some additional struts were required. The Clerk would contact Tony Bignold to find out if he could do this. **CIk**

**15. LIGHTING, UTILITIES**

a) Report on any new problems Cllr Gillic reported one light out in Edwards Close. When a second light is out he will call out Aylesbury Mains.

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

a) BRGA (JC) Cllr Cannell reported that he had added Byfield PC as a trustee on the Charity Commission website, alongwith the individual BRG trustees. He advised that a letter needs to be sent to the Charity Commission to advise that the trustees of BRG wish the Parish Council to become sole trustee. Cllr Cannell will draft a letter. **JC**

b) Village Hall (MB) No report as Cllr Buckley not present.

c) Combined Charities Cllr Jones reported that there had been no applications for either charity. However, the trustees had agreed to give further small donations to two village organisations to whom they had given grants at the previous meeting.

**Date of next meetings - Wednesday 4 July for planning, if possible.**

**Thursday 12 July for Full Council**

**Additional items for July agenda**

Environment - mowing contracts - need to advertise for contractors to be included in tender list

Level of insurance cover from 1<sup>st</sup> October

There being no further business the meeting was closed at 9.30pm

Chairman

July 2012

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