

BYFIELD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL held on THURSDAY 16th MAY 2019 in BYFIELD VILLAGE HALL at 7.30pm

PRESENT - Cllrs Mrs S Boddington, M Buckley, Mrs C Davis, J Gillic, Mrs B Ridyard
Also present – District Cllr Frost and 4 members of the public

1. ELECTION OF CHAIRMAN

Cllr Boddington proposed Cllr Gillic. Cllr Gillic agreed to stand for a further year. The proposal was seconded by Cllr Ridyard and agreed unanimously.
The Chairman signed his Declaration of Acceptance of Office.

Declaration of any disclosable interests None.

2. ACCEPTANCE OF APOLOGIES FOR ABSENCE None – all present. Cllr Clark had sent apologies for possible late arrival. Cllr Boddington had already advised she may have to leave before the end of the meeting.
County Cllr Robin Brown had sent apologies for not being able to attend.

3. AREAS OF INTEREST FOR COUNCILLORS

Allotments, Pocket Park/New Wood	Cllr Boddington
Burial Ground + Closed churchyard	Cllr Gillic
Council Property (street furniture)	Cllr Davis
Highways	Cllr Crowshaw
Lighting and Utilities	Cllr Davis
Planning	Cllr Ridyard
Playground	Cllr Ridyard
Recreation ground incl pavilions	Cllr Taylor and Cllr Crowshaw
Rights of Way	Cllr Clark
Risk Assessment	Cllr Buckley
Website Liaison/Facebook	Cllr Taylor
ByWord co-ordinator	Cllr Gillic

4. APPOINTMENT OF RESPONSIBLE FINANCE OFFICER

The Chairman proposed that this should be the Clerk. Agreed by all.

5. APPOINTMENT OF COUNCILLOR TO SERVE AS A TRUSTEE ON BYFIELD VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Gillic advised he was willing to continue with this appointment and it was unanimously agreed that he continue to do so.

6. APPOINTMENT OF TWO PERSONS TO SERVE AS TRUSTEES ON BYFIELD COMBINED CHARITIES

It was agreed these would be Cllr Buckley and Cllr Davis. The Clerk would advise the secretary to the trustees. **Cllk**

7. CONFIRMATION OF CHEQUE SIGNATORIES

The following were confirmed for the Lloyds Bank account - Cllrs Gillic, Boddington, Davis and Shepherd.
Two to sign.

8. MINUTES OF THE LAST MEETING(S) –

- 11th April - Cllr Davis proposed the minutes be accepted as a true record; seconded by Cllr Ridyard and agreed by all who had been present.

- 25th April – Cllr Davis proposed the minutes be accepted as a true record; seconded by Cllr Ridyard and agreed by all who had been present.

The Chairman proposed a change to the agenda order to bring forward Item 16 Planning and also Item 12 as the District Councillor had another meeting to attend. Agreed by all.

16. PLANNING

a) APPLICATIONS

i) **DA/2019/0199 (amended)** – 5A Church Street for first floor extension over existing extension. Cllr Ridyard explained that the amendment was because of a change in the lay-out of the proposed extension. It was agreed to offer 'No Observations' as a comment.

ii) **DA/2019/0315LB** – 10 Banbury Lane for work on outbuildings. Cllr Ridyard explained that this related to re-roofing an existing outbuilding so it could be used as a double garage. Rooflights to be installed in the new roof. It was agreed to 'Support' the application as the proposed work was in keeping with the main dwelling.

iii) **DA/2019/0331** – 1A High Street (Fiveways Filling Station/Spar Store) for extension of forecourt canopy, new underground fuel tanks and demolition of building to provide parking area.

Cllr Ridyard reported she had met with the neighbours at 1 High Street. She had given notices to the neighbour on the south side and also to those opposite but neither had approached her for a view of the application or the express any comments about it.

- Cllr Clark arrived at this point in the meeting.
- The Chairman **closed the meeting** so that any members of the public present could speak.

The Applicant explained that the fuel tanks are very old and need replacing with double-skin tanks which would also be larger and enable a better deal with his supplier. He would also be able to supply more grades of both petrol and diesel. The drive area will be re-surfaced after the tanks are changed but the height of the drive would not be levelled or raised. Supply tankers would be able to drive in and out under the proposed changes and not have to reverse in as at present, which creates congestion. He explained that the lighting on the proposed extended canopy would be switched off at 10pm, as at present.

The adjacent neighbour at 1 High Street (Crown House) expressed concern at the possible noise arising from the proposed parking area which would be adjacent to part of the garden of his property and could be intrusive. He is also concerned that the proposed extended canopy over the diesel pump could block natural light from his property. He felt that the whole site had been included in the Listed Building status applied to his property (formerly the Rose and Crown public house) when listed in February 1987. The Chairman advised that if the whole site is listed then a Listed Building application might be needed for the separated portion now known as 1A High Street. This would be a matter for the Planning Authority.

The Chairman thanked the applicant and neighbour for attending and declared the meeting now **open** so that the Council alone could discuss its comments on the application.

Cllr Gillic (the chairman) proposed that Council Support the application because the business is important to the area not only for the supply of fuel for vehicles but also because a general food store offers a facility for many in the village and also for passing drivers. However, he did recommend that Council ask Daventry DC to take note of the concerns of the neighbour regarding the possible Listed Building status, the possible loss of natural light due to the extended canopy and the possible intrusion of additional artificial light during opening hours from the extended canopy. This was agreed by all.

b) APPROVAL None reported.

c) REFUSAL None reported.

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

12. REPORTS FROM COUNTY and DISTRICT COUNCILLORS

District Cllr Frost reported that his efforts to have the matter of the repair of the Hellidon Road bridge in Charwelton placed on the agenda for a meeting of the full Daventry Council had brought about an urgent meeting between Northants Highways and DDC during which further funding for the work was offered, as was a relaxing of the criteria for repair of the underside of the bridge. He hoped this would bring about a speedy resolution as to having the bridge repaired and the road re-opened.

Proposed Unitary Authority for West Northants. He advised that elections would be held in 2020 but this would provide a Shadow Council to apparently run alongside another Council made up of nominated councillors from Daventry DC, South Northants, Northampton Borough and the County Council. How this would function in actuality was unclear.

Cllr Frost thanked the Chairman for adjusting the agenda and left the meeting.

9. UPDATE ON MATTERS OUTSTANDING which are not covered elsewhere on the agenda

a) Northants ACRE Village Awards. Cllr Boddington reported that the judges would be visiting during the morning of Tuesday 11 June. They would make a general tour of the village and then a meeting would be held in the village hall during which representatives of village organisations would be able to tell the judges what their groups offer.

b) New lease for Scout HQ. On going.

Cllk

c) Registering RVGs with Land Registry On going

Cllk

10. ITEMS BROUGHT FORWARD REQUIRING A DECISION

a) Updating the Risk Assessment. On-going.

MB/Chair/Cllk

11. ANNOUNCEMENTS BY THE CHAIRMAN None.

12. See above.

13. COMMENTS/QUESTIONS FROM PARISHIONERS PRESENT None.**14. GENERAL CORRESPONDENCE requiring a DECISION**

a) Possible supply and installation of 'Blue Plaques' on properties of note It was agreed the concept was liked. Item to be carried forward with suggestions from Councillors and parishioners. **Agenda/all**

b) Change of date for meeting in November It was agreed to bring forward the meeting by one week to 7th November. Clerk to check Meeting Room available. **Cllk**

15. FINANCE**a) FUND BALANCES**

The Clerk reported that at 26th April 2019 the total funds (all in Lloyds Bank) were £116,978.88p. The first half of the precept had been received as had the donation to the Turbine Community Fund for 2019-20.

b) Internal Control

The Chairman reported he and Cllr Davis had conducted this and had found all in order.

c) Marking payment electronically The Chairman advised that an application had been made to the bank for on-line banking and further details were awaited. He had started on a draft of the procedure to be adopted. This would be along the lines of that used by Brackley TC.

d) Banked INCOME since last meeting

Lloyds Bank	Interest for March	£3.726
Daventry DC	50% of precept	£33,833.00
Cash	2 x allotment rents	£20.00
R Healey	Vehicle access agreement 2019-20	£1.00
Brightwell Rec Ground/Vill hall	Peppercorn rents 2019	£0.10
Edd Frost and Daughters	Burial fee – Mrs A Corbett	£305.00
Aura Wind	Turbine – Community Fund 2019-20	£2,796.31

e) **Internal Audit 2018-19** Report not yet received.

f) Clerk's gratuity fund It was agreed to add £200 of the reserve funds to the ring-fenced sum towards a gratuity for the Clerk when she retires – en lieu of a pension. **Clk**
The Chairman proposed that Council confirm it will pay the Clerk a gratuity en lieu of a pension when she retires. This would be based on the current legislation and the pre-2006 formula. Agreed by all.

g) Pension Scheme provision Although Council does not at present need to provide a pension scheme for the Clerk it was agreed further guidance be sought from Northants CALC as to the procedure for the future. **Clk**

h) Accounts for Payment – see schedule on page 404

Cllr Ridyard proposed that the listed accounts be paid; seconded by Cllr Shepherd and agreed by all,

16. PLANNING see above

17. LIGHTING and UTILITIES

a) Installation of one 'trial' light Zeta Lighting had advised that the Western Power Distribution cabling on the pole supporting PL44 (The Green) would need to be changed to accommodate a LED light. This had already been advised when Zeta undertook a survey of all village lights. The cost for this would be at around £500. Zeta had suggested PL95 (also The Green) be used as a trial instead as this is a metal column which would not require work by WPD.

After some discussion Cllr Shepherd proposed that as PL44 is very weak why not use it as a trial site and pay the WPD charges and have a decent light in this location. Seconded by Cllr Ridyard and agreed by all. Clerk would contact Zeta. **Clk**

b) PL82 (junction Woodford Road/Fiveways) – cutting back of householder conifers The Clerk advised the householders at 2 Woodford Road had been asked to cut back their trees. Nothing done as yet. Cllr Shepherd offered to visit the householders. **SS**

c) Update on removal of PL47 from Holy Cross church Western Power would disconnect the light on 29th May. After that a new LED light would be installed at Council expense but would be connected to the church power supply.

18. CLOSED CHURCHYARD

a) Meeting with DDC officer Notes issued separately by the Chairman. The meeting helped to confirm the responsibility of the Council with regard to walls around the churchyard. Any wall deemed to be holding up the churchyard is considered to be part of the churchyard.

b) Work required. The broken wall in the west facing wall will be repaired. Clerk to organise. **Clk**

19. BURIAL GROUND

a) Removing fence between in-use section and reserve section. Cllr Boddington and the Chairman will investigate. **JG/SB/Agenda**

Agenda order amended as Cllr Boddington had to leave the meeting.

21. ALLOTMENTS, NEW WOOD/POCKET PARK

a) Allotments

i) Waiting list system. Cllr Boddington reported she and Cllr Clark were discussing a revised system to give Byfield residents first refusal.

ii) Proposed changes to the Tenancy Agreement. Cllrs Boddington and Clark, with the Clerk, considering what changes need to be made to the present Agreement. Consideration needs to be given to what happens to sheds and/or greenhouses when a plot holder gives up their plot.

- Cllr Boddington left the meeting.

20. HIGHWAYS

a) Speed Indicator Devices. Cllr Crowshaw reported that Kerry Lee continues to be in discussions with TWM (the supplier) regarding the system software. SID2 is still not functioning properly so payment is continuing to be withheld.

b) Extension poles for highway poles to raise SIDs. Not to be considered until SIDs sorted out.

c) Purchase of speed monitoring equipment. Further discussions required with County Highways and possible suppliers.

d) HS2 construction traffic. Cllr Crowshaw had circulated an update prior to the meeting. No work being carried on at present at Chipping Warden due to sub-contractor going into liquidation and no replacement contractor yet appointed.

e) Update on new and upgraded pedestrian crossings In Cllr Crowshaw's update.

f) Speed Watch Scheme A letter of support had been sent to the police from the Council. A few volunteers had come forward. The police would give training, including for any volunteers who had been volunteers with the previous schemes in the village. Kerry Lee would be the Co-ordinator and Cllr Crowshaw would be the deputy co-ordinator.

21. NEW WOOD AND POCKET PARK continued

b) Installation of speed restrictors on access track to BRG

Restrictors supplied by Seton need to be fitted to tarmac or concrete and seem very expensive.

Cllr Shepherd offered to set down any necessary strips of concrete.

Cllr Crowshaw would investigate restrictors from ScrewFix. A maximum of £500 to be spent.

It was considered that 2 sets of restrictors would be installed.

22. BRIGHTWELL RECREATION GROUND including pavilions

a) Bank south of bowls club green Cllr Shepherd proposed this be left unmowed to create a place for wild flowers. Agreed by all. Clerk to advise mowing contractor. **CIk**

b) Report on essential or desirable work on the Sports Pavilion. Cllr Taylor reported that he had met with Trevor Daynes about dealing with improvements to the drainage in front of the pavilion and under the decking. Report progressing on any more indoor work needed.

c) Rainwater harvesting system It was agreed this might be a possibility in due course.

d) Risk Assessment by Cricket Club. It was agreed that a plan of the recreation ground be provided to the Club showing the limit of where parking may take place during matches.

Cllr Taylor and the Clerk to liaise over the plan.

CIk/MT

23. PLAYGROUND

a) Weekly inspection of equipment. Cllr Ridyard reported no issues had been reported. Anti-bird spikes to be fitted above the junior swings to sport fouling of the swing seats.

b) New playground items. Cllr Ridyard reported that installation was running about 4 days behind and was now due to start on 24th May. She had been in touch with the head of the village school about a formal opening ceremony in due course.

She suggested Council might want to consider offering refreshments at any opening ceremony.

Additional item.

23A. COMMUNICATION WITH PARISHIONERS

Cllr Taylor reported a growing interest in the Facebook page

24. REPORTS FROM REPRESENTATIVES ON VILLAGE ORGANISATIONS

a) Village Hall. Cllr Gillic reported that Richard Corbett had taken on the role of Chairman.

Date of next meeting – 13th June - Full Council . The Chairman reported that he would not now be available. Cllr Ridyard also gave her apologies. There was some discussion about moving the meeting to Tuesday 11th June but nothing resolved.

There being no further business the meeting was closed at 9.40pm

Chairman

June 2019

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