

# BYFIELD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL held on THURSDAY 10<sup>th</sup> NOVEMBER 2011 in BYFIELD VILLAGE HALL at 7.30pm

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

**DECLARATIONS OF INTEREST** – Personal – Cllr Jones for item 7g (reimbursement of expenses)

**ACCEPTANCE OF APOLOGIES FOR ABSENCE** were accepted from Cllrs Buckley and Marsh  
County Cllr Ogden had sent apologies for not being able to attend.

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

**13<sup>th</sup> October** –Cllr Jones proposed that the minutes be approved as a true record; seconded by Cllr Cannell and agreed by all who had been present.

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

a) Illustrated Village Map The Clerk reported she had at last made contact with Mr Draper who would advise when he could install the map.

b) Village Design Statement The Clerk had signed the appropriate OS Licence agreement with DDC and two OS maps would be produced by them for inclusion in the Statement. One to show Byfield in detail (1:10000 or larger) and one at 1:25,000 with Byfield in the centre to show its location with surrounding villages.

c) Council website Planning still on-going. Cllr Buckley to report at the next meeting. **MB**

d) Vehicle access licence for 42 Church Street The Chairman reminded Council that the present licence had been issued by the Brightwell Recreation Ground Association and that the request to change the licence from the present named owner to the property had been made by the owner to the BRGA. Vehicle access to 42 Church Street is only possible by crossing land owned by the Parish Council and, in part, managed by the BRGA.

He reported that legal advice to the Council is that an access licence should only be given to a named property owner or occupier and not to the property.

It was agreed that a new licence for any new owner/occupier of the property should be considered by and if agreed issued by the Parish Council at an annual fee of at least £100.00.

It was further agreed that delegated powers be given to Cllrs Cannell and/or Gillic to discuss and agree any licence with any new owner/occupier.

The Clerk to advise the Chairman of BRGA and the owner of 42 Church Street. **CIK**

e) Management of the Brightwell Recreation Ground The solicitor advising on this has been seeking further information and documents. These are being supplied.

### 3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported on the Annual Meeting of the Northants CALC, his attendance at a NCALC budget/precept setting course and the institution of the new Rector for Byfield and surrounding parishes.

- Closure of meeting for public comment and reports. None.

Meeting re-opened.

### 4. GENERAL CORRESPONDENCE requiring a DECISION

a) Department of Business – consultation on the mutualisation of Post Office Ltd It was agreed to offer no comments.

b) DDC Parish/Town meeting – 13 December Cllr Gillic will attend. Councillors to advise Cllr Gillic and/or the Clerk of any general questions or agenda items they wish to be put to the panel at the meeting. The closing date for the submission agenda items is 21 November. **ALL**

c) Vitalise – request for donation towards its work in the County Cllr Jones proposed a donation of £25.00. There was no second for this and the proposal was lost. No donation would be made.

d) Parish On-Line – mapping service To be carried forward to December. Clerk to look at free trial and find out about set-up charges. **Clk/Agenda**

e) Holy Cross PCC Seeking permission for advertising on The Green in 2012 for their Big Breakfasts. Agreed. **Clk**

f) RBL Quiz 26 November Insufficient members available to make a team this year.

ADDITIONAL ITEM received after closure of the agenda

g) Boundary Commission for England Consultation on reduction in the number of County Councillors from 73 to 57. First stage of consultation closes 5 December. Cllr Jones proposed that the Parish Council support this action as it is at the request of the County Council. Agreed by all. **Clk**

## 5. DIAMOND JUBILEE 2012

a) Village Sign – update It was reported that the Clerk had met with Tony Pearson who will produce an initial design based on a Byfield Ironworks railway engine, a view across the BRG including cricket and the church and a view of the High Street from the war memorial towards The Green.

The Clerk will also seek consent to include suitable wording within the sign or on a plaque recording that it is to commemorate the Diamond Jubilee. **Clk**

b) Village celebrations The Chairman reported on a meeting at which Brigid Hurn of the Cross Tree pub had been elected chairman of a working committee. Initial plans are for activities on the Sunday and Monday of the long bank holiday weekend, with traditional events on the Sunday e.g. a tea-dance with Monday being given over to a beer festival, rock band and games. Next meeting 15 November. Cllr Gillic will attend.

c) Jubilee Beacons It was agreed not to pursue these from a Council point of view.

d) Gifts for children and/or others It was agreed to only have mugs for children at the school and pre-school with some spares for others who may wish to purchase/donate towards these. Cllr Gillic to decide upon a style and design.

## 6. CLOSED CHURCHYARD

a) Update on the request to DDC for it to devolve to the Parish Council the function of maintenance

The Clerk reported she had received no responses to her letters or e-mails.

- Meeting closed for a report from Cllr Patchett

Cllr Patchett reported on meetings he has held with officers and councillors at Daventry DC. A meeting is due to be arranged in the very near future between DDC, Enterprise (their contractor) and Byfield PC

- Meeting re-opened.

## 7. FINANCE

a) FUND BALANCES The Clerk reported that the **financial state** at 26 October 2011 showed total assets of £80,682.98 This included £53,449 in the NatWest Bank Bonus Saver/Current a/cs Fund balances were also supplied by the Clerk.

b) Internal Control Cllr Jones had not been available to assist Cllr Gillic with the internal control. A double check would take place in December.

c) Banked INCOME since last meeting to 26 October

16 allotment holders	Rent 2011-12	£283.00
Lloyds TSB	Interest for September (BIA)	£1.12
NatWest Bank	Bank interest July-September	£139.76

d) Grant to BRGA for general mowing in 2012. Cllr Cannell proposed £600 (as for 2011); if needed, seconded by Cllr Bailey and agreed by all. This grant would be included in the budget for 2011-13 and paid at the end of 2012 mowing season.

e) Grants for plants for war memorial garden beds in 2011-12 Cllr Jones proposed that the total cost should be no more than £250.00; seconded by Cllr Bailey and agreed by all. Cllr Jones asked if a red, white and blue theme could be applied across all the beds.

f) **Budget for 2012-13 – 1<sup>st</sup> draft** Following the Working Party meeting the Clerk had prepared a draft budget which totalled £47,384 including an increase for the Pocket Park to include the provision of a seat. An additional sum was included for the Jubilee village sign and £2000 towards a village celebration for the Jubilee. A separate budget was proposed for work on trees. Cllr Bailey proposed a budget of £47,384; seconded by Cllr Cannell and agreed by all.

## g) ACCOUNTS FOR PAYMENT

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

Cheque No		£	VAT	Authority	
NW02	RD Landscapes Ltd	Fitting mats at playground	110.00	nil	s19LG(MP)A76
L2905	ditto	Hedging near burial ground	94.00	34.00	s214 LGA 72
NW03	Hyatt Plant Hire	Work at playground	168.00	nil	s19 LG A 76
L2906	ditto	Spreading gravel	235.20	67.20	ditto
2907	Brightwell Rec Ground	Grant towards mowing in 2011	600.00	nil	ditto
2908	RBL Poppy Appeal	Donation for poppy wreath	26.00	nil	s137 LGA 72
2909	Chris Middleton	Base for and fitting picnic table	928.24	nil	s19 LGA 76
2910	Holy Cross PCC	Pages in Oct/Nov Byword	17.88	nil	s142 LGA 72
2911	Tony Bignold	Work at playground	70.00	nil	s 19 LGA 76
2912	G Taylor	3 <sup>rd</sup> clearing of banks at Fiveways + garden work on RVG	225.00	nil	s96 HA 80
2913	Giffords Recycling	Cushionfall for playground	1104.00	184.00	s19 LGA 76
2914	Cllr Jones	Daffodil bulbs	28.50	nil	s96 HA 80
2915	Cancelled		-----		
2916	Byfield Village Hall	Hire October + storage Oct-Mar	122.05	nil	s111 LGA 72
2917	Mrs R Jeacock	Honor'm cleaning bus shelters Oct	25.00	nil	s4 LG(MP)A 53
2918	Ian Tompkins	Honor'm Litter collection October	78.00	nil	s19LG(MP)A76
2919	Mrs A Weller	Clerk's expenses: room as office, b'band, computer software, hard-drive, printer ink.	371.91	59.82	s111 LGA 72
2920	HMRC	PAYE November 2011	94.00	nil	s112 LGA 72
2921	A Weller	Net pay November 2011	375.77	nil	s112 LGA 72

## 8. PLANNING

### a) APPLICATIONS

i) 2011/150 – Wind turbine near Boddington reservoir. Reduction in height and additional Supplementary Environmental Information. Comments were required by 9<sup>th</sup> November. It had been decided not to call an additional meeting of the Council because it had been agreed to make No Observations on the original application when the height was greater.

ii) 2011/408(amended) – change of use of land off Church Street to Pocket Park and construction of footpath. It was agreed to OBJECT to this amended application because it was considered there would be a need for stone gateposts either side of the proposed entry in the stone wall (to protect the edges of the stone), the steep angle and surface of the footpath was not considered acceptable and the opening in the wall needed to be set so that a safety fence is not needed on the footway in Church Street. This footway is narrow and restricting it further could be a problem.

iii) 2011/824 – 51 Church Street for work on tree with TPO It was agreed to SUPPORT the application because it seemed the tree was being properly managed.

### b) APPROVAL(S)

i) 2011/641 – 16 Westhorpe Lane to demolish garden shed and construct car port.

c) REFUSALS None

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

## 9. PLAYGROUND

a) Inspections Continuing; no issues noted. The Clerk to produce a new form because equipment has changed. Also a rota from 1 January 2012 is needed. **CIK x 2**

b) General maintenance contract Cllr Cannell had agreed a suitable wording for the job specification and this had to be passed to Mrs White. Formal contract to be drawn up. **CIK**

## 10. LIGHTS, UTILITIES

a) Lights not working None known of.

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

a) Water meter readings Not available at the meeting but given subsequently as at 12 November as Main meter – 2955 and sub-meter 2648.

b) Burial Ground –

i) Improvements to stone path. The Clerk reported she had asked Geoff Cross to quote for new timber edges and further stone dressing.

c) Allotments –

i) Work on steps and new slope. The Clerk advised that the contractor aimed to start on these in the week commencing 21 November.

ii) Letting of gardens. Only 1 plot holder has not yet paid the rent. This is being pursued.

iii) Fence on boundary road. The Clerk reported she awaits a site visit with RD Landscapes so that they may quote for this.

d) Pocket Park

i) Green Flag Community Awards

**December agenda**

**12. ENVIRONMENT**

a) Update on tree work programme already agreed A revised quote is needed for work on trees around the recreation ground including those on the west side of the tennis courts. **Clk**

b) Quote to fell two trees on the recreation ground (not included in a) above) It was agreed to fell an alder by the Scout HQ (dead or dying) and the tree by the salt bin near the village hall (probably damaged by salt). Total cost £415.00

c) Replacement trees for b) To be considered at a later date.

Additional item

d) 3 year maintenance programme The Clerk offered to ask the Tree Officer at DDC if he would be able to give advice on this. **Clk**

**13. COUNCIL PROPERTY**

a) Pinboards for Fiveways bus shelter It was agreed to buy 2 pinboards to be used for advertising notices. This an attempt to keep the shelter tidier. **Clk**

b) 'Village hall car park' – 2<sup>nd</sup> advisory notice. The Clerk had obtained a quote. It was agreed to place this on hold until the legal advice is forthcoming. Lockable bollards – to be discussed by the Chairman and Clerk and carried forward. **December agenda**

**14. HIGHWAYS and RIGHTS OF WAY**

a) Update on the reinstatement of EF14 (Muddy Lane) No-one had taken the walk lately. The Clerk would ask the RoW officer. **Clk**

b) Update on any matters reported to May Gurney Cllr Bailey advised he had received no reports from May Gurney on any reports relating to highways or Rights of Way (damaged stiles).

c) Other matters

i) Waymarkers for RoWs. Clerk to find out how they can be supplied so that any missing in the parish can be replaced. **Clk**

ii) Hedges growing out over footpaths. The Clerk to write to 2 properties in Church Street and any others that councillors report to her. **Clk**

**15. COMMUNITY**

a) Bus to Banbury Stagecoach Oxfordshire had advised that they will not be able to operate their service directly through to the Horton Hospital. Passengers needing to get to the hospital will need to catch another bus at the bus station.

b) Police Community Panel Cllr Jones reported on the last meeting. The problem of cars being parked on footways was raised. There is also a problem with drivers using Potters End as a short cut to avoid the Fiveways roundabouts and drivers not using the roundabouts at Fiveways correctly. The police are aiming to keep their priorities the same for the coming year.

**16. ANNUAL PARISH MEETING 2012** Confirmed as being on Thursday 22<sup>nd</sup> March in the village hall (main room).

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

a) BRGA Cllr Cannell advised he had nothing more to add.

ii) Village Hall. Cllr Buckley not present.

**Dates of next meetings– 23 November for planning, if needed.**

**8 December.**

**Agenda items for December**

- Setting the precept for 2012-13

There being no further business the meeting was closed at 10.01pm.

