

# BYFIELD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL HELD ON THURSDAY 11<sup>th</sup> JULY 2019 in BYFIELD VILLAGE HALL at 7.30pm

**PRESENT** - Cllrs J Gillic (Chairman) S Boddington, L Clark, S Crowshaw, B Ridyard, M Taylor and C Davis.

Also present – District Cllr Frost and 1 parishioner.

**DECLARATIONS OF DISCLOSABLE INTERESTS** – None

**RECEIPT and ACCEPTANCE OF APOLOGIES FOR ABSENCE** – Cllrs Buckley and Shepherd.  
County Cllr Brown sent apologies.

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

**11<sup>th</sup> June** (Tuesday) Cllr Clark proposed the minutes be adopted as a true record. Seconded by Cllr Boddington and agreed by all who had been present.

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

- a) Renewing lease for Scout HQ. On going.
- b) Registering RVGs with Land Registry. On going.
- c) Updating Risk Assessment.

Cik  
Cik  
MB?

### 3. CHAIRMAN'S ANNOUNCEMENTS

#### a) Update on Deed of Dedication with *Fields in Trust* for Brightwell Recreation Ground (BRG)

The Chairman reminded Council that the charity *Fields in Trust* (previously the National Playing Fields Association) had sought Dedication of existing or new playing fields to be termed as Centenary Fields to mark the 100<sup>th</sup> anniversary of the end of WW1. The object being that such dedicated fields could not in the future be disposed of for any development and remain as recreation grounds.

He explained that because the current BRG is made up of two separate parcels of land the requirements of *Fields in Trust* for copies of documents in relation to the additional land on the west side, which was purchased by the Council from British Rail, had become very onerous and so he proposed that only the original portion of the BRG given to the village in the late 1940s under the will of Mr Brightwell in memory of his son killed in WW1 be included in any Deed of Dedication.

The Chairman would speak with *Fields in Trust* about this. Agreed.

JG

b) Update on Northants ACRE Best Village competition Nothing more heard so assume no award for Byfield. The Chairman and Cllr Boddington attending presentation evening on 16<sup>th</sup> July.

c) Governance Review Daventry DC had sought agreement that the number of councillors required for Byfield PC would drop from 11 to 9. Agreed by all.

### 4. REPORTS BY PRINCIPAL COUNCILLORS

District Cllr Frost Cllr Frost gave an update on the year long continuing saga of the closure of the road from Charwelton towards Priors Marston and Hellidon due to the poor state of the former BR bridge under the road. Many discussions between Northants Highways, Daventry DC and the now owner of the bridge which is included in a development for a technical park and testing facility using the Catesby tunnel.

The impact on Byfield is that traffic from the A361 wishing to get to Priors Marston or Hellidon is being diverted through Byfield via Boddington Road.

The Chairman advised Cllr Frost that Byfield is in the process of establishing a Good Neighbour Scheme and may be approaching DDC for a grant, in due course.

### 5. COMMENTS/QUESTIONS FROM PARISHIONERS PRESENT

Mrs Arnold of Church View, The Green asked what could be done to improve the mixed shrub border between RVG 59 and her property. The border forms part of the RVG. She had recently had problems with damp in her walls which she felt may be, in part, due to the presence of the border. Not all the wall bordering the RVG belongs with Church View as some are the backs of garages belonging to other

properties on the south side of The Green or Banbury Road. The border is currently quite overgrown with weeds plus ivy growing up the walls. She also advised that some users of the RVG for parking drive/back up to the shrubs and damage them and requested that something be installed to prevent this.

**6. GENERAL CORRESPONDENCE**, requiring a decision and not covered elsewhere on the agenda

a) Shrub border alongside RVG59 and adjacent to Church View, The Green

The Chairman proposed that the border be cleared of weeds and ivy cut through – as in previous years.

Cllr Boddington undertook to be the ‘responsible councillor’ for this work.

The Clerk would seek a suitable contractor to undertake the weed clearing work and liaise with Cllr Boddington.

**Cik**

Cllr Boddington suggested that it might be possible to install a low kerb to prevent vehicles driving or backing right up to and over the border. It was agreed to consider this at a future meeting and also to consider if the border be removed and replaced with something that would require less maintenance. Councillors were reminded that the previous occupants of Church View had asked if they could plant and maintain the border as the property has only a very tiny garden by its front door. This they had done for a number of years.

**Agenda**

b) Ownership of a strip of land between Banbury Lane and 8 New Terrace, containing decorative shrubs.

The Clerk to ask Northants Highways for confirmation if this forms part of the highway or belongs to 8 New Terrace.

**Cik**

The Council has been asked by some parishioners to have the shrubs cut back as they often overhang the adjacent footpath. The Clerk advised that the new owner of 8 New Terrace felt this strip formed part of his property and he had offered to cut back any excess shrub growth.

c) Request from Byfield Good Neighbours Scheme for possible funding support

The newly established committee looking into ways of setting up a Scheme for the village had supplied a list of items for which they are seeking financial help. Cllr Davis advised that the Combined Charities had very recently offered to fund the purchase of the fridge magnets.

Cllr Clark proposed that Council fund the hire of the village hall for 12 once-a-month Sunday afternoon tea and chat sessions, with the Council being invoiced directly by the village hall treasurer. Seconded by Cllr Davis and agreed by all. The cost would be around £500. The Clerk would advise the Scheme committee.

**Cik**

**7. ITEMS BROUGHT FORWARD FROM LAST MEETING**

a) Review of policies on archiving and disposal of documents

i) Planning – agreed to continue to retain paper copies for 3 years from date of approval.

ii) Finance – agreed need to retain for 7 years

b) Request from Byfield School for the sowing of wild flowers in highway verges, installing bug hotels and planting trees.

Cllrs Boddington and Ridyard would speak with the school to find out more. Item carried forward.

**SB/BR Agenda**

c) Issues raised by Internal Auditor All to be carried forward – pension fund, lone working conditions and computer back-up arrangements including possible ‘cloud’ based system.

**Agenda**

**8. FINANCE**

a) Financial state The Clerk reported that at 28<sup>th</sup> June 2019 the Council's total financial assets – all with Lloyds Bank – were £74,035,01. The Chairman reminded Council that it has just paid for the new playground equipment, which accounted for the fall in the balance. He hoped that the promised grant of £10,000 from Daventry DC towards the play equipment would soon be forthcoming.

Fund balances Information was provided on expenditure to date. Expenditure to the end of June was £50,353 (including £29,142 for play equipment but funded in part with £25K from ring fenced reserves) against an annual budget of £73,160.

b) Internal Control Cllr Gillic reported he and Cllr Davis had made a light touch audit and found all to be in order.

c) INCOME banked since the last meeting

Lloyds Bank	Interest for May	£4.76
Heart of England Co-Op	Burial fee (Mrs M Thomas)	£605.00 (non Byfield resident)
Cash	Sale of wood from felled trees	£20.00
Cash	Allotment rents M1 and M2	£10.00
Humphris Funerals	Memorial fee (G Weller)	£123.00

d) Garden waste bin for use on RVG61 (The Tongue) It was agreed to reimburse Mr White of Becketts Close for a second garden waste bin for use of material arising from the clearing of the area at the end of Becketts Close. Cost £36.00 for 12 months from 1 June.

e) External audit report Report yet to be sent to the auditors.

f) Insurance cover from 1<sup>st</sup> October. Council agreed in 2018 to have a 5-year contract with Zurich, so no need for seeking alternatives quotes.

**g) ACCOUNTS FOR PAYMENT See schedule on Page 414 at end of minutes.**

Cllr Ridyard proposed the listed accounts be paid; seconded by Cllr Taylor and agreed by all.

**9. PLANNING MATTERS**a) DDC APPLICATIONSi) DA/2019/0331 amended – Fiveways Filling Station, High Street for new extended canopy, removal of building, car parking and new underground fuel tanks.

Cllr Ridyard advised the amended application removed a portion of the extended canopy to benefit the owners of 1 High Street. The brick built pitch roof building to the east is to be retained and only the flat roof extension to this building to be removed. Car parking will only be provided on the same side (south) as the existing shop. The low stone wall bordering the A361 to be retained.

She proposed that Council support the amended application as it had taken into account the concerns of the owners/residents of 1 High Street and also because the filling station and shop are of great benefit to the local communities. Seconded by Cllr Davis and agreed by all.

ii) DA/2019/0488 – 2 Becketts Close for replacement of flat roof with pitch roof for existing extension.

It was noted that the work had already commenced and was close to completion, so the statement on the application that work had not commenced was not perhaps accurate.

It was agreed that Council object on the grounds that the application is in effect retrospective. The chairman will draft a response.

b) APPROVALS None received.

c) REFUSALS None.

d) Any urgent planning matters to be brought to the attention of the Council. None.

**10. RECREATION GROUND**

a) Sports pavilion (cricket/football) work update. Cllr Taylor reported that the drainage work in front of and under the decking of the pavilion is on-going. This has been organised by the cricket club.

He and Cllr Crowshaw are working on a schedule of internal improvement works, based on priorities.

b) Additional storage facility for football club equipment Cllr Taylor reported that the possible need for a suitable facility to store the junior goals is 'on hold' as the club will have fewer teams and members next season and may not be able to help with the cost of such a facility.

c) Policy on the mowing of parts of the BRG Some confusion had arisen over which bits of the BRG the Council's contractor is to mow i.e. various banks rather than the main field.

The bank to the south of the bowls green had been left uncut with the idea of wild flowers being encouraged. However, it is now full of docks, thistles etc which are of concern to the bowls club green keeper. To be cut?

**CIK?**

The bank beside EF8 – running from The Green towards the church – had been planted by nearby residents with wild flowers but had been cut by the contractor as it had not been known that the planting had taken place. The Clerk would tell the contractor to not cut this bank from by the grit bin down to opposite the Old Thatch.

**CIK**

## 11. PLAYGROUND

a) Weekly inspections of play equipment. No issues with equipment but noted that there are often dog faeces in the safety bark of the infant section.

b) Annual safety inspection. Cllr Ridyard had accompanied the inspector and would produce a schedule of work recommended. **BR/Agenda**

Cllr Ridyard advised that to get the safety bark (purchased a year ago) in place she had agreed that the Clerk arrange for a contractor to do this work and to also hire a suitable piece of equipment to allow him to transport the large bags of bark to the site. The bark would be spread on the infant play area and any surplus would go under the nest swing. The inspector had noted that the level of safety bark in the infant area was too low when he inspected.

At the same time as the annual safety inspection the inspecting company had also carried out the recommended post installation inspection of the new equipment.

c) Official 'opening' of new playground items. Cllr Ridyard advised representatives from the school could attend on Tuesday 16<sup>th</sup> July in the late morning. Someone from the suppliers would also be attending. Any available councillors to also attend.

d) Nest swing safety surface. Quotations being sought for grow-through matting instead of the safety bark. Matting as per that installed under new equipment. **Agenda**

## 12. ALLOTMENTS, POCKET PARK, NEW WOOD

a) Allotment Gardens

i) Re-claiming of plot 11. Cllr Clark advised he is hoping to make two smaller plots. A drainage channel would be needed and it was agreed that Council would fund the hire of a small digger to make it easier. Cllr Clark to make the necessary arrangements.

ii) Eastern 'boundary' of plots 9 to 12 i.e. the Farndon Road side. Cllr Clark authorised to purchase a 50m roll of wire netting. Any surplus could be sold on to existing plot holders if needed.

iii) Management of the bank on the road side of plots 9-12. This is now becoming overgrown with weeds and grasses. No decision made. Carry forward. **Agenda**

iv) Community Garden (formally plot 1 but unusable due to water) Cllr Clark is getting this into a state where he can transfer care to either someone else or, perhaps, to a group. **Agenda**

b) New Wood/Pocket Park

Cllr Boddington advised that Steve Law has been engaged to use his Allen Scythe on the 2 'sheep meadows' and in the New Wood. This should reduce the height of the grasses.

## 13. COMMUNICATING WITH PARISHIONERS

Cllr Taylor advised that the website had been 'down' but is now active again. He also reported there are now 115 'followers' on the Facebook site.

## 14. HIGHWAYS and RIGHTS OF WAY

a) Update on Speed Indicator Devices (SID). SID 1 (currently Banbury Road) not sending readings because of a low branch. Cllr Crowshaw will remove branch.

SID2 (Woodford Road) still not working properly and so not being paid for. Liaison continuing with the supplier.

b) Work related to HS2 at Chipping Warden. Cllr Crowshaw reported that a replacement sub-contractor had been appointed but work had not yet re-commenced.

c) Road name signs. The Clerk advised a parishioner had told her of a number of 'sad' looking road name signs. She had persuaded him to consider giving one or two a good clean to see what effect that would have and he had done this. However, the improvement was minimal.

As road name signs are funded and installed by Daventry DC it was suggested that a survey be undertaken of the signs in the village with DDC being asked to replace any which are damaged or not readable. Cllr Clark offered to undertake such a survey and may consider cleaning and re-painting any which could be so treated. He would report back to the next meeting. **LC/Agenda**

d) Any other highway matters. Numerous potholes had been repaired. The on-going flooding problem at Fiveways had been reported via the Northants Highways website – Fix my Street.

## 16. RIGHTS OF WAY

a) Issues within the parish Cllr Clark reported he had strimmed part of EF2 from Banbury Road towards The Twistle and would continue with clearing this RoW when possible. He is also in discussion with land owners on EF2 about the height or state of stiles on their land.

b) Consultation – Northants Highways RoW Improvement Plan 2018-2028. To be carried forward to the August meeting. **LC/Agenda**

## 17. LIGHTS and UTILITIES

a) Update on 'trial' LED light Cllr Davis reported that the new lantern had been installed by Zeta at PL44 (The Green) but work awaited by Western Power Distribution before it could be fully connected. The light, when working, will be automatically dimmed from midnight to dawn thus reducing the amount of energy being used.

b) Replacing PL47 on west end of the church The replacement light (LED) funded by the Council but gifted to the church as wired into its power supply currently has a dawn to dusk fitting but it is activated by movement rather than being on all the time. The contractor will change the bulb to allow for it to be on all night.

## 18. CLOSED CHURCHYARD

a) Mowing quality and quantity Cllr Gillic reported that more frequent cuts would be desirable but weather problems in June had some effect on this. Quality generally acceptable but consideration may need to be given to the number of cuts in the 'old' section. Currently this is due to be cut only 4 times a year, compared with 8 cuts on the 'new' side (1 a month) and 16 cuts of the short grass around the church itself (twice a month).

b) Any other work needed It was suggested that a quantity of brambles and other 'weeds' in a corner of the 'old' section be cleared. It was agreed the Clerk ask a suitable contractor to undertake this work. **Clk**

## 19. VILLAGE ORGANISATIONS REPRESENTATIVES

a) Village Hall – Cllr Gillic reported that the hall is making a small profit. The committee is pro-active and is looking to improve the stage annex and to clear up at the rear of the stage. Bookings are holding up.

b) Combined Charities Cllr Davis reported from the latest quarterly meeting. One student grant had been made and also a grant to the bowls club to have the stair lift maintained. A donation had been made to the Good Neighbour Scheme to fund the desired fridge magnets.

**Additional item.** Cllr Taylor asked on behalf of the School PTA if they could put a sign on The Green to advertise their fete later in the month. This was agreed, subject to the usual arrangement for one week only prior to the event and the sign be removed within a couple of days of the event.

There being no further business to conduct the meeting was closed at 9.45pm

Chairman

August 2019

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### Next meetings

- **Thursday 8<sup>th</sup> August** for whole Council.

