

# BYFIELD PARISH COUNCIL

Clerk – Mrs Angela Weller, 18 Church Street, Byfield, NN11 6XN

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5<sup>th</sup> November 2021

Dear Councillor

This is your summons to the meeting of the Council to be held on **Thursday 11th November 2021** In Byfield Village Hall, commencing at 7.30pm.

If you will not be able to attend would you please let me know. The agenda is set out below.

Yours sincerely

*A J Weller*

Angela Weller  
Clerk to the Council

**The press and public are cordially invited to join.**

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## AGENDA

\*\* indicates explanatory notes from Clerk to councillors

### Declarations of Interests - Disclosable/non-disclosable pecuniary

#### To receive, and consider, any apologies for absence

#### 1. TO APPROVE THE MINUTES OF THE LAST MEETINGS –

6<sup>th</sup> October 2021

25<sup>th</sup> October 2021 if available

#### 2. TO RECEIVE UPDATES ON MATTERS OUTSTANDING not covered elsewhere on the agenda

a) Updating Risk Assessment. Chairman

b) Review of Financial Regulations – Clerk

#### 3. TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN

#### 4. TO DEAL WITH ANY MATTERS BROUGHT FORWARD FROM THE LAST MEETING - not covered elsewhere on the agenda.

a) Review of Standing Orders. \*\*

b) Request for mobile 're-fill' shop seeking parking place.

#### 5. TO RECEIVE REPORT FROM DISTRICT COUNCILLOR

#### 6. TO RECEIVE COMMENTS FROM PARISHIONERS PRESENT

#### 7. GENERAL CORRESPONDENCE requiring a decision and not included elsewhere on the agenda

a) Request from Rodger Peach to be co-opted onto the Council. \*\*

b) NCALC – Operation London Bridge (OLB) – guidance. Any comments? Who to handle? \*\*

c) NCALC – Survey on OLB guidance. Response by who?

d) Byfield Primary School – seeking Governors from the local community. Any suggestions? Offers?

e) WNC – rough sleeping estimate. Seeking a 'snapshot' of a typical night between 1 Oct and 30 November.

## 8. TO DEAL WITH MATTERS RELATING TO FINANCE

- a) Financial state
- b) Internal Control report

### c) INCOME since last meeting

West Northants Council	Balance of precept	£35,525.00
Lloyds Bank	Interest September	£0.96
Byfield Bowls Club	Repayment of pavilion insurance	£479.00
Byfield Cricket Club	ditto	£262.02
West Northants Council	Community Infrastructure Levy	£5, 571.83
11 allotment holders	Rent	£228.00

d) Consideration of making a donation to Byfield Cricket Club for additional general mowing of the BRG in summer 2022 - to be included in 2022-23 budget (£650 agreed for 2021)

e) Consideration of request from Byfield Bowls Club for assistance with the cost of having to replace water heaters to washbasins in toilets. \*\*

f) Update, if any, on possible source of gifts for school children to mark the Platinum Jubilee June 2022.

### g) Consideration of 1<sup>st</sup> draft budget for 2022-2023

**h) ACCOUNTS FOR PAYMENT** See separate schedule for details

## 9. PLANNING (BR)

a) APPLICATIONS None notified to BPC

b) PLANNING APPROVALS None found

c) PLANNING REFUSALS None found

d) WNC revised policy for 'calling in' of applications – any response to comments sent by Byfield PC chairman.

e) Consideration of seeking an up-to-date Housing Needs Survey \*\*

f) Any urgent planning matters to be brought to the attention of the Council.

## 10. BRIGHTWELL RECREATION GROUND (??)

- a) Update on contract for creating underground flood relief channel. \*\*
- b) Improvements to overflow parking area near to village hall/bowls club/tennis courts
- c) Cutting of hornbeam hedge

## 11. RIGHTS OF WAY (LC)

- a) Damage to kissing gate on EF3 at The Twistle \*\*
- b) Ownership of 'Muddy Lane' (EF14) \*\*
- c) Any other issues with RoWs which need attention or reporting to County Highways

## 12. COMMUNICATING WITH PARISHIONERS (JG)

- a) Report on website and Facebook entries and use
- b) Update on appointment of new Webmaster.

## 13. HIGHWAYS (SC)

- a) Report on any known local works relating to HS2.
- b) How to get WNC to deal with the continual flooding of Church Street near to entrance to Burial Ground.
- c) Remembrance Sunday (14<sup>th</sup>) – closure of part of Banbury Lane. Notification to parishioners.
- d) Consideration of seeking a quote to re-paint posts and rails of the NCC fence beside Woodford Road (Dolls Hill). Work for Spring 2022.

#### **14. COUNCIL PROPERTY (CD) including Pavilions and work on existing trees**

##### **a) Brightwell Pavilion improvements (SC)**

- i) Appointment of a Committee of the Council of at least 3 members with delegated powers to oversee the project. \*\*
- ii) Is there a need for Works in Progress insurance cover? \*\*
- b) Benches on Council land – policy document for discussion. (JG)
- c) Suggestions for any work on trees belonging to the PC – crown lifting, felling, etc
- d) Update on Litter bin for Clock Meadow \*\*
- e) Request for a label for green salt bin in Fessey Road.

#### **15. BURIAL GROUND and CLOSED CHURCHYARD (JG)**

##### **a) Burial Ground**

- i) Update, with costs, of creating an alternative access for hearses.
- ii) Memorial gates. Consideration of quote for renovation of the gates, supply/fitting of new ironmongery and re-hanging gates so they open properly.

##### **b) Closed churchyard**

- i) Thoughts on any work on trees required during the winter months.
- ii) Update, if any, on dealing with unsafe memorials where no next of kin can be traced. \*\*

#### **16. LIGHTING, UTILITIES (CD)**

- i) Replacement for PL39 (High Street) which has stopped working
- ii) Report of any other non-working lights

#### **17. ALLOTMENTS, POCKET PARK and GENERAL ENVIRONMENT MATTERS (SB + LC)**

##### **a) Allotments.**

- i) Update on the letting of plots for next 12 months
- ii) Unlet plots
- iii) Report on plot holders 'Get Together'

##### **b) Pocket Park/New Wood**

- i) Report on work carried out and any plans for work over the winter months, including work on trees.

##### **c) Environment in general**

- i) Conifer hedge in Edwards Close protruding over RoW EF18 and access to tennis courts. \*\*
- ii) Plans for any work needed over the next 2 months.

#### **18. PLAYGROUND (BR)**

- a) Inspection reports for last month
- b) Zip wire – tightening of cable as required by annual check. \*\*
- c) Any works needed over the next few months.

#### **19. DATE FOR ANNUAL PARISH MEETING 2022**

Annual Meeting - Thursday 24<sup>th</sup> March? Thursday 28<sup>th</sup> April? Easter Weekend = 15-18 April

#### **20. REPORTS FROM REPRESENTATIVES ON VILLAGE ORGANISATIONS**

- a) Village hall (JG)

**Dates of next meetings      Planning (if needed) Thursday 25<sup>th</sup> November**  
**Full Council - Thursday 9<sup>th</sup> December**

#### **Items to be placed on December agenda**

- Agreeing budget for 2022-23
- Initial consideration of setting precept for 2022-23
- Setting fees for burials, memorials from 1 January 2022

