

# BYFIELD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL held on THURSDAY 12<sup>th</sup> MARCH 2020 in BYFIELD VILLAGE HALL at 7.30pm

**PRESENT** - Cllrs J Gillic (Chairman), Mrs S Boddington, M Buckley, L Clark, S Crowshaw, Mrs C Davis, Mrs B Ridyard, S Shepherd and M Taylor.  
Also present - District Cllrs Frost and Gilford. No others.

**APOLOGIES FOR ABSENCE** were approved for none. All present County Cllr Brown had sent apologies.

**1. DECLARATIONS OF DISCLOSABLE INTERESTS –** None.

**2. MINUTES OF THE LAST MEETING(S) –**

- **13<sup>th</sup> February 2020** Cllr Mrs Davis proposed the minutes be adopted as a true record; seconded by Cllr Taylor and agreed by all who had been present.

**3. UPDATE ON MATTERS OUTSTANDING**, which are not covered elsewhere on the agenda

- a) Registration of village greens with Land Registry. Still on-going by the clerk.
- b) Fields in Trust – Centenary Field registration for original section of Recreation Ground. On-going with the Chairman.
- c) Scout HQ lease renewal. In hand with firm of solicitors.
- d) Updating/revisiting the Risk Assessment. In hand with Clerk and Cllr Buckley.

**4. ITEMS REQUIRING A DECISION BROUGHT FORWARD FROM THE LAST MEETING** None.

**5. CHAIRMAN'S ANNOUNCEMENTS**

a) Format for **Annual Parish Meeting** on 26<sup>th</sup> March.

The Chairman advised this would be kept as simple as possible because of the present state of the Coronavirus. Information awaited from NCALC as to whether APMs might be cancelled. NOTE – meeting later postponed to 28<sup>th</sup> May.

b) **Election** on 7<sup>th</sup> May.

This is needed because the number of councillors has been reduced from 11 to 9. May be postponed because of Coronavirus. NOTE – was later postponed for 12 months to May 2021.

c) John Cannell.

The Chairman reported with sadness the death of John Cannell in mid-February. John had been a long serving member of Byfield PC and chairman for a number of years. He had been the Council's nominated trustee on the Brightwell Recreation Ground charity and also on the village hall management committee where he had served as chairman for some years. During his time as a councillor he had been instrumental in preparing and drafting the Village Design Statement which was adopted as a planning policy document by Daventry DC.

d) The Chairman reported he had been asked by Dr Burton (now Chairman of Boddington PC) to meet with him regarding some aspects of the planning application for a new medical centre/housing.

- Cllr Ridyard arrived at this point.

**6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Cllr Frost reported on the agreed DDC Climate Change Emergency Policy and also that at long last after many months the former rail bridge under the Hellidon Road in Charwelton had been strengthened and the road re-opened. This would mean the diversion to Hellidon via Byfield could cease. This news was greeted with a round of applause.

Cllr Jo Gilford spoke about the on-going planning application (DA/2017/0826) for a new medical centre plus 78 or so houses and the latest amendments to the application, many with regard to issues raised by County Highways. She advised that the amended application may go back before the DDC Planning Committee on 22<sup>nd</sup> April.

- Cllr Shepherd arrived at this point.

Cllrs Frost and Gilford left the meeting.

**7. MATTERS RAISED BY PARISHIONERS** None present

**8. GENERAL CORRESPONDENCE requiring a DECISION** None

**9. FINANCIAL MATTERS**

a) Present financial position

The Clerk reported that the financial state at 28 February 2020 showed total liquid assets of £83,981 which included £37,593 of ring-fenced funds.

Payments excluding VAT totalled £93,493 against a budget of £73,160. However, the expenditure did not allow for the use of a grant of £10190 for new play equipment with the balance of the costs being taken from reserve funds.

The Chairman noted that in effect the budget for the year had been spent by the end of February.

b) Internal Control The Chairman advised he and Cllr Davis had carried out a check and all was in order.

c) Banked INCOME since last meeting

Lloyds Bank	Interest for January	£3.31
HMR&C	Refund of VAT	£340.00
Humphris Funerals	Burial fee (rec'd in error)	£347.00 (refunded – see accounts for payment)
Byfield Tennis Club	Donation	£500.00

d) Request from Cricket Club re pavilion verandah. The CC had requested financial help with renewing the timber verandah, with some work being carried out by members.

It was agreed that it made more sense for the Council for an application to be made via the HS2 Funding Scheme for a more permanent verandah and for the club to just carry out really necessary repairs for the coming season. Cllr Crowshaw would liaise with the Cricket Club Chairman and consideration might be given at a later date for any financial contribution from the Council towards an interim repair. **SC**

**e) Appointing a contractor to mow the highway verges and all Byfield PC land** from March 2020 to November 2022. The 3 quotations were opened at the meeting and eventually Cllr Boddington proposed that the contract be let to LC Hedging; seconded by Cllr Ridyard and agreed by all. The Clerk would advise all contractors and draw up a formal contract. **Clk**

**f) Appointing a contractor to mow/strim grass in closed churchyard.**

It was agreed to appoint Mr C Manton following discussions between the contractor and Chairman.

**g) ACCOUNTS FOR PAYMENT – see page 466**

Cllr Ridyard proposed that the listed accounts be paid; seconded by Cllr Clark and agreed by all. These did not include an invoice from Small World Systems (SWS) for the renewal of the fee for 12 months to register the dot gov email address because it was understood this was included in the fees being charged by 2Commune to take over the management of the website and email addresses. Cllr Taylor to check this with 2Commune and SWS. **MT**

**10. AUDIT**

a) Adoption of revised Assets Register The Clerk presented a revised Register to 8<sup>th</sup> March 2020. Cllr Davis proposed the revised Register be adopted. Agreed by all.

## **11. PLANNING (JG)**

### **a) APPLICATIONS**

i) DA/2020/0139 – Whitcroft Lane for work on a tree with a Preservation Order.

Cllr Gillic advised the application had been made by one resident but it might be that the tree - a very large copper beech - is on jointly owned land. The request was to reduce the height of the tree and to take out some lower limbs. It was agreed to support the application but also to abide by the decision of the DDC Tree Officer.

ii) DA/2020/0132 – Dodd's Cottage, Charwelton Road for two storey side extension.

It was agreed to offer No Observations as a comment. The property sits alone outside the village confines so the extension would have no impact on any neighbouring properties.

b) APPROVAL(S) None to report

c) REFUSALS None to report

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

## **12. COMMUNICATING WITH PARISHIONERS (MT)**

a) Update on changing website/email accounts manager Cllr Taylor advised that due to a misunderstanding there would also be a need to fund the cost of migrating emails for all who have a dot gov address and then an annual fee per email address to maintain the service. At present 7 of the 9 councillors operate with a dot gov email address plus the clerk. The additional charges were agreed.

b) 'Viewing' figures Cllr Taylor reported 186 users of the Council's Facebook pages with a few more viewing each month. The possibility of the HS2 funded chicane (build-out) on Woodford Road had raised a number of comments as some parishioners felt the build-out could make it difficult for drivers to exit from The Causeway due to a queue of traffic on the Woodford side of the build-out.

There was also a number of comments about pot holes on various roads. Cllr Taylor had advised all to use the County Highways Fix-my-Street website reporting system as anyone can report pot holes.

## **13. LIGHTS, UTILITIES**

a) Report on Round 1 of upgrading of lights Cllr Davis reported that the 10 lights were now all connected and working fine.

b) Update on Round 2 of upgrading of lights Cllr Davis reported that Zeta Lighting hoped to be able to upgrade the 17 lights very shortly.

c) Consideration of any further upgrades in 2020-21 To be carried forward.

## **14. HIGHWAYS**

### **a) HS2 matters**

i) Works in Byfield under mitigation scheme. Cllr Crowshaw advised the two pedestrian crossings are on the County Highways work schedule for later in 2020, but the chicane (build-out) on Woodford Road has gone from the current schedule. He would try to find out why this has happened.

ii) Work at the Chipping Warden site. Traffic lights still in operation with more weekend closures planned.

iii) Seeking HS2 funding for improvements to the sports pavilion (cricket and football).

Cllr Crowshaw working with the cricket club on an application for internal improvements and, now, a new verandah.

A grant of up to £75K plus the VAT is possible but if an application is from Byfield PC then the Council would be expected to contribute 25% as matched funding. No matched funding required for an application from a charity (eg BRGC), but then any VAT could not be reclaimed.

### **b) Speed Indicator Device (SID) and Traffic Monitoring Device (TMD)**

Cllr Crowshaw reported that Kerry Lee is no longer able to undertake the monitoring of the data from the two devices and so a replacement is needed. Also to move the devices to different locations to get comparative readings.

The Chairman would send a letter of thanks to Mr Lee.

A replacement volunteer would be sought.

**JG**

**c) Other Highway Issues** None except to report that a number of potholes in the Dolls Hill area had been repaired.

**15. RIGHTS OF WAY**

- a) Any issues reported to County Highways. None known of. Cllr Clark had undertaken some general clearing of vegetation on RoWs.
- b) Methods to prevent any further vehicle use of EF5 at Clock Meadow. It was agreed that the incident prior to Christmas was hopefully a 'one off' and no measures needed to be considered. Item closed.

**16. BRIGHTWELL RECREATION GROUND**

- a) Resolving flooding at lower end of BRG. Correspondence between the Council and Steve Whelton, engineer, at DDC had revealed that it is likely that the pipe under the bridge into 42 Church Street had been made prior to the establishing of the Inland Waterways Board which might have been able to request the pipe to be enlarged so as to not restrict the flow of water. Cllr Shepherd had made a further breach in the bund around the parking area and this should allow flood water to drain off back into the stream.

**17. BURIAL GROUND and CLOSED CHURCHYARD**

- a) Testing memorial in Burial Ground. Cllr Gillic reported he tested these every so often and had found none which needed attention.

**18. PLAYGROUND**

- a) Weekly inspections No safety issues with equipment in the last month.

**19. COUNCIL OWNED TREES**

- a) Application to fell cherry tree on Banbury Lane with TPO. 1724 on tree survey schedule. Tree recommended for felling in latest survey to 'abate a potential nuisance' to neighbouring property. Cllr Ridyard had made an application on behalf of the Council.
- b) Request for work on a cherry tree in Jubilee Close. It was reported that it seemed to main reason for the request to fell, or at least reduce, the tree is because the adjacent householder wishes to make a driveway across the highway verge and thought the tree might be in the way. The Clerk had given the householder details of how to apply to County Highways for the creation of a drive. Any matter of removing or reducing the tree could be considered if an application is made.

**20. ALLOTMENTS, POCKET PARK, NEW WOOD**

- a) Letting of allotments. Last remain plot (11B) may soon be let.
- b) Tree work in Pocket Park. Contractor has promised to deal with this before the end of March. It is only thinning poor specimens.

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

- a) Village Hall. Cllr Gillic reported the hall is 'doing fine'.

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

