

<b>Meeting Number</b>	05-18
<b>Date of Meeting:</b>	16 <sup>th</sup> May 2018
<b>Location:</b>	Brigstock Village Hall
<b>Purpose of Meeting:</b>	Parish Council Annual General Meeting
<b>Minutes Prepared By:</b>	Nigel Searle
<b>Date &amp; Location of Next Meetings:</b>	20 <sup>th</sup> June 2018 Brigstock Village Hall
<b>Attendees:</b>	E Searle, M Smith (Chair), K Motion J Lemmy, D Solesbury S Malcolm, W Millen  County Council W Brackenbury
<b>Copies to:</b>	All Parish councillor's plus District Councillor, County Councillor

### Parish Council Meeting

Item No	Subject
<b>05-18.001</b>	<b><u>Public Forum</u></b> 5 Members of the public were present
<b>05-18.002</b>	<b><u>Apologies for absence</u></b> S Wilks and C Johnson and sent their apologies which were accepted County Councillor W Brackenbury also sent apologies  J Lemmy sent her apologies for June meeting
<b>05-18.003</b>	<b><u>Declaration of interests</u></b> None declared
<b>05-18.004</b>	<b><u>Police report</u></b> Again no police officer present..
<b>05-18.005</b>	<b><u>Approve Minutes of previous meetings (04-18)</u></b> The minutes were signed as a true record of the meeting
<b>05-18.006</b>	<b><u>Matters arising</u></b> See action diary attached The following actions resolved 01-18.014, 01-18.023, 03-18.012, 03-18-16, 03-18.024, 04-18.018, 04-18.026

**05-18.007 Accounts**04-18.011i **Income**

Crowsons (C10)	£10.00
Cemetery (C12)	£20.00
Precept	£10,600.00
Ground works (TESCO)	£1,000.00
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	<b>£11,620.00</b>

		<b>VAT Content</b>	
05-18.007ii	<b>Expenditure</b>		
54	D Oldham (Audit)	£100.00	£0.00
55	N Searle	£667.81	£0.00
	April May clerking fee	£614.66	£3.02
	Phone and internet	£35.00	£0.00
	Stationery	£18.15	£0.00
		<hr/>	
		£667.81	£0.00
56	1605 Fireworks	£450.00	£0.00
57	NCALC	£98.00	£0.00
58	ZURIC	£884.71	£0.00
59	R&G	£492.00	£82.00
		<hr/>	
		<b>£2,692.52</b>	<b>£85.02</b>

**SALIX Loan outstanding      £18,900.00**

05-18.007iii The Clerk was authorised to pay these accounts

05-18.007iiii **Protected Funds**

Skate park and Youth Club funds held by Parish Council	<b>£1,731:00</b>
Firework funds held by Parish Council	<b>£4,468.14</b>
2015/2016 Neighbourhood Plan funds held by P C	<b>(£247:00)</b>
2016/2018 Neighbourhood Plan funds held by P C	<b>£865:03</b>
Community Projects (litter picking prize)	<b>£250:00</b>
Swan Avenue footpath	<b>£2,000:00</b>
Noticeboard Grant	<b>£1050:00</b>

05-18.007v **Firework Display** The bonfire and firework display will be held on the 4<sup>th</sup> November. Deposit paid and contract for event signed.

- 05-18.008**     **Audit**  
05-18.008a     Resolution to approve annual governance statement  
Approval of the annual governance statement was proposed by ES and seconded KM unanimous
- 05-18.008b     Resolution to approve accounting statement  
Approval of the annual governance statement was proposed by JL and seconded WM unanimous
- 05-18.009**     **Planning**  
05-18.009i     New applications since last meeting  
18/00824/FUL For a two storey rear extension. Side extension over existing single storey to create first floor. Single storey front/side extension. New glazing and surface finishes to existing elevations at 12 Bells Close NN14 3JG. **Parish Council have no objection to this application**  
18/00876/OUT Outline application for the erection of two detached dwellings at land adjacent to 4 Stanion Road, Brigstock, Northamptonshire NN14 **Parish Council have no objection to this application**  
18/00872/FUL For a single storey side extension. at 9 Sudborough Road Brigstock Kettering Northamptonshire NN14 3HP **Parish Council have no objection to this application**
- 05-18.009ii    Status of previous applications  
See appendix
- 05-18.010**     **Neighbourhood plan status**  
Nothing new to report
- 05-18.011**     **Village Hall Website**  
The village hall website can now be accessed via the parish council website using [address http://www.brigstockcouncil.org.uk/halls-for-hire.html](http://www.brigstockcouncil.org.uk/halls-for-hire.html)
- 05-18.012**     **Authorise expenditure to repair meadow fence**  
A quotation had been received to repair the meadow fence at a cost of £272.64. This was acceptable
- 05-18.013**     **Application by Cricket Club to erect sign in meadow**  
The parish council approved the erection of a sign by the Cricket Club at the entrance to the meadow.
- 05-18.014**     **GDPR compliance**  
The dater map to accompany the GDPR policy was approved by majority. Proposed ES seconded KM. SM abstained

**05-18.015**     **MUGA status report**

This is progressing well. Constructive meeting held regarding funding. Review of submissions and a preference has been agreed. A dialogue has been established with the Cricket Club to discuss siting and safety issues.

Although there are no plans to incorporate lighting at present, a conduit for cabling will be installed for future use should lighting be required.

MS to arrange meeting with interested parties to discuss the siting of the MUGA **ACTION**

Copy of lease and Planning correspondence to be supplied to MS. **ACTION**

Note to be included in the village newsletter to keep residents informed.

**05-18.016**     **Emergency planning**

Progressing

**05-18.017**     **Street lighting (permanent agenda Item)**

Nothing to report

**05-18.018**     **Planning subcommittee terms of reference review**

The existing terms of reference were reviewed. No amendments required.

**05-18.019**     **Clerks Job Description Review**

Not reviewed

**05-18.020**     **Parish councillors e-mail addresses**

The cost of £50 per e-mail from our current web supplier was thought too expensive. Clerk to look into having our own domain

**05-18.021**     **Correspondence (Not previously circulated)**

- Periodical's
- Cricket Club correspondence
- NCALC regarding GDPR rules
- New Standing orders model
- Correspondence regarding a dog in meadow
- Correspondence regarding Sale of allotment land

**05-18.022**     **AOB**

05-18.022i     Contact Spire homes as to what is the maintenance position regarding climbing frame in swing park. **ACTION**

05-18.022ii     Contact Grace Homes regarding the removal of their development signs. **ACTION**

05-18.022iii     There appears to be dens being built in the Pocket Park. This needs to be kept under review. **ACTION**

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05-18.022iii Parish Council members are on the rota to weed war memorial set for 10am on the 16<sup>th</sup> June **ACTION**

05-18.022v Call Connect bus service. A meeting had been arranged by CC Brackenbury to discuss the support needed to keep this service running. In order to do this, there would need to be support from the parishes. The figure for Brigstock would be about £400:00 per year. There was no a consensus of opinion on this and additional details require. This this to be added to June agenda. **ACTION**

**05-18.023** **Date of next meeting**  
20<sup>th</sup> June 2018

### **2018 Meeting Dates**

April	18 <sup>th</sup>
May	16 <sup>th</sup> <i>Parish Council AGM Annual Parish Meeting</i>
June	20 <sup>th</sup>
July	18 <sup>th</sup>
August	<b>No Meeting</b>
September	19 <sup>th</sup>
October	17 <sup>th</sup>
November	21 <sup>st</sup>
December	<b>No Meeting</b>

### **War Memorial Tidy Rota 2018**

Month	Organisation	Contact
January 2018	Men's Club	Des Robinson
February 2018	WI	Liz Searle
March 2018	URC	Sheila Smith
April 2018	St Andrew Church	Carl Hector
May 2018	Village Hall	Steph Beckett
June 2018	Parish Council	Sally Wilks
July 2018	Cricket Club	Pete Burdett
August 2018	Playgroup	Natalie Emery
September 2018	PFA	Richard Fincher
October 2018	Historical	Sally Wilks
November 2018	Knit and Natter	Gill Darcy
December 2018	Ladies Leisure	Sharon Eldred

April 2018 to March 2019 Register of planning applications

Number	Application	Meeting date	PC Response	ENC Decision
18/00593/FUL	Application to retain an existing static caravan on site on a permanent basis to enable the further development and management of the applicants equestrian business at Spinney Hill Paddocks, Stanion Road, Brigstock Northamptonshire NN14 3FF	Response required 26 <sup>th</sup> April 2018	No Objection 20 <sup>th</sup> April 2018	
18/00555/FUL	Proposed extension to existing garage to provide stables for private use at Rose Villa 6 Sudborough Road, Brigstock, Kettering Northamptonshire NN14 3HP. Click link below to view application.	Response required 9 <sup>th</sup> May 2018	No Objection 2 <sup>nd</sup> May 2018	
18/00824/FUL	For a two storey rear extension. Side extension over existing single storey to create first floor. Single storey front/side extension. New glazing and surface finishes to existing elevations at 12 Bells Close Brigstock Kettering Northamptonshire NN14 3JG	Response required 24 <sup>th</sup> May 2018		
18/00876/OUT	Outline application for the erection of two detached dwellings at land adjacent to 4 Stanion Road, Brigstock, Northamptonshire NN14 3HW.	Response required 25 <sup>th</sup> May 2018		
18/00872/FUL	For a single storey side extension. at 9 Sudborough Road Brigstock Kettering Northamptonshire NN14 3HP	Response required 29 <sup>th</sup> May 2018		

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## Action Diary

Ref	Completed Actions		Resp	Due by
01-18.014	<b>Litter picking dates</b> Date to be 21 <sup>st</sup> April. WM to contact ENC to book equipment. <b>ACTION</b>	<b>Feb</b> Equipment booked <b>April</b> Litter pick undertaken rubbish collected and equipment returned	WM	21/02/2018
01-18.023	Bonfire site needs re-seeding <b>ACTION</b>	<b>Apr</b> Site re-seeded	Clerk	21/02/2018
01-18.023	Issues with rubbish on Old Dry Lane Clerk to investigate <b>ACTION</b>	<b>Jan</b> Reported to ENC	Clerk	21/02/2018
01-18.023	Brigstock sign missing <b>ACTION</b>	<b>Jan</b> Reported <b>Feb</b> Received confirmation that work will be done within 3 months	Clerk	21/02/2018
03-18.012	A quotation had been received to undertake lighting work in the village of £180:00 which including the reinstatement of the Swan Avenue light in accordance with meeting note 02-18.12. This will now be progressed. <b>ACTION</b>	<b>Apr</b> Order placed	Clerk	18/04/2018
03-18-16	Lighting policy. More time requested to consider Mr Malcolm's preferred policy. Legal opinion will be sought and policy signoff added to April meeting agenda <b>ACTION</b>	<b>Mar</b> Solicitor contacted to get opinion as to the legality of the parish lighting <b>Apr</b> Policy signed off	Clerk	18/04/2018
03-18.024	A6116 who is responsible for litter picking Clerk to establish <b>ACTION</b>	Confirmed that it is NCC responsibility	Clerk	18/04/2018
04-18.018	<u>Refreshments after the Remembrance service on Hall Hill</u> The parish council had no objections to the URC serving teas on the village green at the war memorial service, Clerk to inform URC secretary. <b>ACTION</b>	<b>Apr</b> PC agreed to this and Clerk informed Mrs Smith	Clerk	16/05/2018

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	When does the No.8 bus 106 funding run out? <b>ACTION</b>	May The 106 subsidy runs out in two years	Clerk	16/05/2018

## Action Diary

Ref	Outstanding Actions		Resp	Due by
186.015i	The trees in the Manor grounds are still causing problems. Now that the wet weather has arrived the branches are hanging below head height. Clerk to apply to ENC for a TPO to prune the trees. <b>ACTION</b>	<b>Oct</b> Spoken to ENC regarding this <b>Dec</b> Spoken with NCC again regarding the issue <b>Dec</b> Highways do not consider there is an issue and no action to be taken. Land owner's responsibility <b>Jan</b> SW /WM will try and talk to manor owner <b>NOV</b> There has been no progress on this <b>Jan</b> SW written to owner of Manor <b>Feb</b> Response received <b>July</b> Meeting with ENC & Steve Rainbow	SW/WM	19/11/14
210.024vi	The vegetation under the meadow fence on Bridge Street is untidy S Wilks is to look into a planting scheme for this. <b>ACTION</b>		SW	19/10/2016
2015.019ii	Requested the parish council purchase some barriers to be used when flooding occurs. This was agreed in principle. Cost and options to be investigated. <b>ACTION</b>	<b>Feb</b> Clerk to look into options for the acquisition of barriers. <b>Apr</b> Mr Motion has supplied some equipment <b>May</b> SM to obtain some barriers	Clerk	15/03/2017
217.021i	The question was asked if a notice could be put on Lyveden Road/Barnards Way corner requesting visitors to the country park to use the parks car park. SW to do a card that could be put on car windscreens. <b>ACTION</b>	<b>May</b> SW had done a draft and will discuss with Hillary at the park	WB/SW	17/05/2017



218.024v	Condition of the path at the top of Bells Close is causing concern. Clerk to report it to Highways <b>ACTION</b>	<b>May</b> Reported <b>June</b> no response from highways as yet <b>August</b> Licence for private works to correct damage issued.	Clerk	
210.022i	<u>Grafton Road Garages</u> . SPIRE homes will not tidy up the area from the hard standing to the brook. Their policy is to only spray the hard standing. Clerk to enquire about acquisition of the verge. <b>ACTION</b>	<b>Sept</b> Had correspondence regarding PC acquiring the site verges. <b>Oct</b> Spire homes have said if they were to give the land to the parish their legal costs etc would need to be covered by the parish <b>Nov</b> chased spire Homes for a decision <b>Dec</b> have chased again <b>Feb</b> Chased again <b>Mar</b> Chased again	Clerk	20/09/2017
	Pollarding of meadow willow trees	<b>Dec</b> It is anticipated that some funding will be available from TESCO which will allow for the project to be completed. <b>Apr</b> Have ask ENC if we can proceed with this <b>May</b> H Pearson to visit and report back. May have to apply for conservation area consent.		
213.020	Welcome pack, this has been well received but there has been a comment that a proper street map with street names would be appreciated. <b>ACTION</b>	SW is in the process of updating map	Clerk	15/10/2017
213.020	Because of the number of staples proliferating on telegraph poles it was suggested there should be an adopt a telegraph pole to keep them tidy.	Ongoing	SW	15/10/2017

01-18.023	Builders sacks etc have been on Sudborough Road for a considerable time Clerk to Report <b>ACTION</b>	<b>Jan</b> Reported to ENC who have referred it to NCC <b>May</b> Chased NCC	Clerk	21/02/2018
02-18.020	<u>Bus Shelter</u> The concrete post which should hold the time table is loose and needs attention. Clerk to contact bus company. <b>ACTION</b>	<b>Mar</b> Reported to NCC <b>May</b> response received that order has been placed	Clerk	21/03/2018
01-18.025	Concern expressed about the mess being made by the Riding Stable at Red Piece on Stanion Road. Clerk to report it to Highways <b>ACTION</b>	<b>Feb</b> Reported to NCC who have responded that they will investigate.	Clerk	21/03/2018
03-18.024	Potholes opposite 7 Park Walk Clerk to report <b>ACTION</b>	<b>May</b> Reported to highways <b>943570</b> <b>May</b> Order issued for work to be undertaken	Clerk	18/04/2018
03-18.024	Potholes entrance to Harpers Court Clerk to report <b>ACTION</b>	<b>May</b> Reported to highways <b>943568</b> <b>May</b> Order issued for work to be undertaken	Clerk	18/04/2018
03-18.024	Meadow fence posts are starting to rot. Clerk to get cost to replace <b>ACTION</b>	<b>Apr</b> SW has spoken with Mr Croker to get price <b>May</b> Price received <b>May</b> Order issued for work to be undertaken	Clerk	18/04/2018
04-18.020	<b>Cemetery water run off</b> There have been issues at the top of Mauntley Avenue with water run off from the cemetery onto adjoining properties. The clerk to get quotations to put in a French drain. <b>ACTION</b>	<b>May</b> Waiting for quotations	Clerk	16/05/2018
04-18.026	When does the No.8 bus 106 funding run out? <b>ACTION</b>	<b>May</b> There is funding from the 106 agreement for two years to		

Ref	New Actions		Resp	Due by
05-18.015	MS to arrange meeting with interested parties to discuss the sighting of the MUGA <b>ACTION</b>		MS	20/06/2018
05-18.015	Copy of lease and Planning correspondence to be supplied to MS	<b>May</b> Documents supplied	Clerk	20/06/2018
05-18.022i	Contact Spire homes as to what is the maintenance position regarding climbing frame in swing park. <b>ACTION</b>		Clerk	20/06/2018
05-18.022ii	Contact Grace Homes regarding the removal of their development signs. <b>ACTION</b>	<b>May</b> corresponded wit Grace Homes	Clerk	20/06/2018
05-18.022iii	There appears to be dens being built in the Pocket Park. This needs to be kept under review. <b>ACTION</b>		Clerk	20/06/2018
05-18.022iiii	Parish Council members are on the rota to weed war memorial set for 10am on the 16 <sup>th</sup> June <b>ACTION</b>		All	20/06/2018
05-18.022v	<u>Call Connect bus service.</u> This this to be added to June agenda. <b>ACTION</b>		Clerk	20/06/2018

#### Maintenance tasks

Meeting Date	Task
	Remove Ivy from tree in top left hand corner of cemetery
	Stanion Road bus shelter needs timber treated and weeds spraying again.
April 18	Meadow fence needs repairing
April 18	French drain required in cemetery

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