BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT 6.45pm ON MONDAY 17TH MAY 2021 AT ST ANDREWS CHURCH, GREAT BILLING

PRESENT J. A. Marlow (Chairman of Billing Parish Council)
Cllrs. Mrs G. K. Chaggar, Mrs T. Smith, Mrs C. Worthington, Mr D. Brede, Rev. R. Burbidge, Mr J. Clements, Mr M. Pearson, Mr S. Rockall, Mr. S. Ward

Also Present:
Mrs. S. Harris (Outgoing Clerk to Billing Parish Council)
Mrs C. Goodridge (Incoming Clerk to Billing Parish Council)
Mr. P. Marks (Green Space Manager)
Councillor Paul Clarke (WNC)
Damian Lang (Parish Highway Warden)
Liz Newbery (WNC Neighbourhood Warden)
Three Parishioners

		Action
37	***Election of Chairman***	
37.1	John Marlow was unanimously elected to the office of Chairman and duly signed the Declaration of Acceptance of Office and Compliance with the Code of Conduct.	
38	***Signing of Acceptance of Office by Councillors***	
38.1	All elected Councillors signed the Declaration of Acceptance of Office and Compliance with the Code of Conduct.	
39	***Apologies for Absence***	
39.1	Apologies were received from WNC Councillors A. Kilbride, J. Hill and K. Holland-Delamere.	
40	***Minutes***	
40.1	The Minutes of the Parish Council meeting held on Monday 8th March 2021 (Folio Nos. 009/2021 – 013/2021) were approved and signed as a true record.	
41	***Approval of Policies/Procedures***	
41.1	The following policies/procedures were approved and adopted by the Council: ➢ Standing Orders ➢ Financial Regulations ➢ Internal Control Procedure ➢ Governance Risk Assessment ➢ Dignity At Work ➢ Equal Opportunities ➢ Grievance Complaints ➢ Records Retention	

		Action
41	***Approval of Policies/Procedures (Continued)***	
41.1	➢ Social Media ➢ Data Protection Policy ➢ Data Breach Policy ➢ Health & Safety A copy of the Internal Control check as at 31.03.21 had been forwarded to all members. RESOLVED this be approved.	
42	***Election of Officers***	
42.1	Vice-Chairman – Cllr. S. Rockall Responsible Financial Officer – The Incoming Clerk, Mrs. Carrie Goodridge.	
43	***Appointment of Committees & Representatives***	
43.1	<u>Finance</u> The Chairman, Cllrs. J. Clements, S. Rockall and Mrs. C. Worthington.	
43.2	<u>Planning & Conservation</u> The Chairman, Cllrs. D. Brede and Mrs. C. Worthington	
43.3	<u>Leisure & Recreation</u> The Chairman, Cllrs. S. Rockall and Mrs. C. Worthington	
43.4	<u>Northants CALC</u> Cllr. D. Brede	
43.4	<u>Charities Committee</u> The Chairman and Mrs. C. Worthington	
43.5	<u>Bellinge Community House</u> Cllrs. D.Brede, Rev. R. Burbidge, J. Clements, Mrs G. K. Chagger.	
44	***Declarations of Interest***	
41.1	Cllr. Clements declared a non-pecuniary interest in item 11 J on the agenda.	
45	***Public Forum***	
45.1	Bob Entwistle advised that the weekly health walks have now resumed. They leave Bellinge Community House on Mondays. The 1st walk is around 45 minutes and leaves at 10am and the 2nd is 1 hour long beginning at 10.45am. He thanked the GSM for the improvements that he has made around the Parish and asked if work could be carried out in LB Pocket Park to alleviate excess mud.	
46	***Reports from Outside Agencies***	
46.1	Damian Lang, Parish Highway Warden, reported: ➢ Footpath from Codlin Close reported as overgrown with private hedge. ➢ Various potholes around Little Billing reported. Highways to monitor as doesn't meet their criteria. ➢ Footpath just out the top of the village which has sunk. Cadent are to repair as this was re-laid after gas works. ➢ Drain cover missing in Foskitt Court. Highways fixed within 2 hours. ➢ Great Billing Way to be resurfaced on 23rd May - weather dependent.	

		Action
46	***Reports from Outside Agencies (Continued)***	
46.1	➢ Signs on Waterfowl walk in Station Road have been moved to face the right directions to stop confusion. ➢ One car removed from Great Billing village due to no tax. ➢ Two potholes reported on Wellingborough Road. ➢ Loose kerb stone on entrance to pavilion driveway. ➢ Street lamp outside Ecton Brook post office reported for being on in day light hours. ➢ Fly tipping in Foskitt court has been removed. Now been replaced with more.	
46.2	Cllr. Clark introduced himself and advised that he should have his new contact details available for the next meeting.	
46.3	Liz Newbery, WNC Neighbourhood Warden, requested that everyone to pass all community issues to her so that she can share the information with relevant agencies so they can assist with the resolutions.	
47	***Planning***	
47.1	**N/2021/0066** – 20 Pound Lane, Gt Billing – Replacement of existing roof with raised ridge height, complete with rear dormer, 2no Juliette balconies and 2no rooflights to front. The Parish Council's objection to this application has been forwarded to NBC Planning.	
47.2	a) **N/2021/0129** - 29 Russet Drive, Lt Billing - Variation of Condition 4 of Planning Permission N/2020/0166 (First floor side extension) to install window in rear elevation Variation of Condition(s) b) **N/2021/0201** – 46 Valley Road, Lt Billing – Single and two storey rear extensions and flat roof dormer to attic. c) **N/2021/0233** – 35 Church Walk, Gt Billing – Single storey rear extension, replace front porch, raise height of boundary wall and replace doors with window in garage block. d) **N/2021/0253 –** 28 Worcester Close, Gt Billing – Single storey rear conservatory extension. e) **N/2021/0272 –** 36 Vantage Meadow, Ecton Brook– Two story side extension. f) **N/2021/0282 -** 35 Church Walk, Gt Billing – Crown reduced by approx. 2.5m laterally & height to balance pruning to suitable growth points g) **N/2021/0336 –** 3 Penfold Gardens, Gt Billing - T2 Lime - Reduce Crown by 45-50% (8-10m) h) **N/2021/0353 –** 60 Fishers Close, Lt Billing - Single storey extensions and alterations i) **N/2021/0370 –** 26 Valley Road, Little Billing, Single storey rear extension and internal alternations j) **N/2021/0380 –** 9 Whiteheart Close, Gt Billing – Change of use from domestic garage (use class C3) to hairdressing and nail salon (Sui Generis) k) **N/2021/0449 –** 23 Lawson Crescent, Gt Billing – Two storey side extension l) **N/2021/0451** - Oldways, 7 Elwes Way, GT Billing - T1 Cherry - Crown reduce by approx 1.2-1.5m laterally and in height to balance pruning to suitable growth points G1 Holly – Reduce overhanging branches laterally to clear drive. Works to Trees (Conservation Area)	

		Action
47	***Planning (Continued)***	
47.2	**m) N/2021/0464** – 10 Parkside, Ecton Brook – Single storey side extension and single storey front infill extension **n) WNN/2021/0076** – 35 Church Walk, Gt Billing - H1 mixed hedge - Remove all non-evergreen trees, shrubs & weeds including brambles. G1 mixed tree line adjacent to H1 - Remove all trees in row up to but not including lilac. T3 & T4 Prunus - Fell as close to ground level as possible. G2 9no Fruit Trees - Crown clean & crown reduce as appropriate. G3 mixed vegetation - Prune all neighbouring vegetation back to the boundary. **NO COMMENTS OR OBJECTIONS TO ANY OF THE ABOVE**	
47.3	The following determinations had been received from NBC: **N/2021/0129** - 29 Russet Drive, Lt Billing - Variation of Condition 4 of Planning Permission N/2020/0166 (First floor side extension) to install window in rear elevation Variation of Condition(s) N21 – **Approved** **N/2021/0191** – 3Sheerwater Drive, Ecton Brook Lawful Development Certificate for proposed single storey side extension. **Approved** **N/2021/0201** - 46 Valley Road, Lt Billing -Single and two storey rear extensions and flat roof dormer to attic - Full Planning - **Approved** **N/2021/0233** - 35 Church Walk, Gt Billing - Single storey rear extension, replace front porch, raise height of boundary wall and replace doors with window in garage block - **Approved** Full Planning Permission - **Approved** **N/2021/0272** - 36 Vantage Meadow, Ecton Brook - Two storey side extension Full Planning Permission **Approved** **N/2021/0282** - 35 Church Walk, Gt Billing - T1 & T2 Oak - Crown reduce by approx. 2.5m laterally and in height to balance pruning to suitable growth points Works to Trees (Preservation Or9d9er) **Approved** **N/2021/0336** - 3 Penfold Gardens, Gt Billing - T2 Lime - Reduce crown by 45-50% (8-10m). Works to Trees (Preservation Order) – Approval – Works to trees (Preservation Order) - **Approved** **N/2021/0451** - Oldways, 7 Elwes Way, GT Billing - T1 Cherry - Crown reduce by approx 1.2-1.5m laterally and in height to balance pruning to suitable growth points G1 Holly – Reduce overhanging branches laterally to clear drive. Works to Trees (Conservation Area) - **Approved** **WNN/2021/0076** - 35 Church Walk, Gt Billing - H1 mixed hedge – Remove all non-evergreen trees, shrubs and weeds including Bramble G1 mixed tree line adjacent to H1 - Remove all trees in row up to but not including Lilac T3 & T4 Prunus - Fell as close to ground level as possible G2 - 9no Fruit trees – Crown clean and crown reduce as appropriate G3 mixed vegetation – Prune all neighbouring vegetation back to the boundary. **Approved**	
48	***Finance***	
48.1	The list of Accounts for Approval for Payment for a two month period had been forwarded to all Members. RESOLVED that payment be made as per the following:	

	Power of Expenditure	Incl. VAT
Small Business Payroll (Mar) Salaries & monthly fee)	LGA1972s112	3,700.00
Grant Funding Bellinge Community Pre-School	LGA1972s111	5000.00
Information Commissioner, Annual Data Protection Fee	LGA1972s111	35.00

		Action
48	**Finance (Continued)**	
48.1	Accounts approved for payment (Cont..)	

	Power of Expenditure	Incl. VAT
Aylesbury Mains Ltd Supply & Install 2 x Light Posts (Valley Rd)	PCA1957s.3	1720.00
Acorn Nurseries, 22 Rowan Trees, 2 Walnut Trees & 2 Willow Trees	OSA1906s9 & 10	2143.20
Harlestone Group, Tantalised Nails, Posts & Gravel Boards & Screws	OSA1906s9 & 10	482.58
Northants Acre, Annual Membership Fee	LGA1972s111	35.00
C.P.R.E, Annual Membership Fees	LGA1972s111	36.00
D F Phipps, Balance, Planting 21 Trees + Labour, Stakes & Protection	OSA1906s9 & 10	2262.00
Barclaycard Statement for Feb	LGA1972s111	30.00
Unicom Telephone & Broadband Pavilion (March)	LGA1972s133	53.56
David Cosby Ltd, Costed Schedule of Wants - Bellinge Comm. House	LGA1972s111	900.00
Small Business Payroll, Shortfall on March Salaries	LGA1972s112	818.94
Northants CALC, New Clerks Course – Carrie Goodridge	LGA1972s111	184.00
NEST, Pension Contribution – March	LGA1972s112	276.93
Beebombs Ltd, 180 x Beebombs (Grant Ex Cllr Kilbride)	OSA1906s9 & 10	606.96
Thomas Haulage Ltd, Materials for Widening GBPP Path (Stage 1)	OSA1906s9 & 10	2217.60
SLCC, Annual Membership – Society of Local Council Clerks	LGA1972s143	185.00
D F Phipps, 10 x Supply & Install Protective Fencing for New Trees	OSA1906s9 & 10	2280.00
D F Phipps, 17 Plinths & Plaques & 3 Plinths only	OSA1906s9 & 10	1771.20
D F Phipps, Labour, Machinery & Materials, replace 4 dead trees	OSA1906s9 & 10	468.00
D F Phipps, Spraying the Leys & Belling Field	OSA1906s9 & 10	360.00
Small Business Payroll (April) Salaries and monthly fee)	LGA1972s112	3,700.00
Sue Harris, Clerks Exp – Room Hire / Tel/BB, 3mths to end of March	LGA1972s111	144.70
O2, Green Space Managers Mobile Phone (March)	LGA1972s133	27.11
Barclaycard Statement for March	LGA1972s111	665.12
Minster Cleaning, Pavilion Cleaning (March)	LGA1972s111	198.00
Northants CALC, Internal Audit & Subscription Fees	LGA1972s143	2809.48
D F Phipps, Mowing of the Leys & Bellinge Field	OSA1906s9 & 10	408.00
D F Phipps, Mowing the Sports Fields 1,2 & 3	OSA1906s9 & 10	300.00
D F Phipps, Plaque & Plinth in Garden of Reflection & Plinth at 503	OSA1906s9 & 10	127.20
SSE, Unmetered Supply for Lighting (Parish) March	PCA1957s.3	278.86
PC Supplies, New Dell Inspiron Laptop with Office 19	LGA1972s111	690.00
Unicom, Telephone & Broadband at the Pavilion (April)	LGA1972s133	53.14
Aylesbury Mains, Light repair o/s 28 high St. & restore lantern & rpl.	PCA1957s.3	109.92
Footprint Recycling (Waste Collections Pavilion – Feb)	LGA1972s111	100.56
Small Business Payroll, Shortfall on April Salaries	LGA1972s112	1820.16
NEST, Pension Contribution – April	LGA1972s112	342.28
Acorn (MK) Nurseries Ltd, 10 Trees for Bellinge Field	OSA1906s9 & 10	1056.00
ESPO, Pitch Marker	LGA1972s111	89.28
Minster Cleaning, Pavilion Cleaning (April)	LGA1972s111	202.96
O2, Green Space Managers Mobile Phone (April)	LGA1972s133	27.96
SSE, Unmetered Supply for Lighting (Parish) April	PCA1957s.3	296.15
Zurich, Annual Insurance Premium 2021/22 including the GSM Truck	LGA1972s111	2388.88
Thomas Haulage Ltd, Extra Materials for Widening GBPP Path	OSA1906s9 & 10	432.00
D F Phipps, Widening GBPP Path & Create New Turning Point	OSA1906s9 & 10	7800.00
D F Phipps, Levelling Excavated Soil & Place Under Trees at GBPP	OSA1906s9 & 10	651.00
D F Phipps, Mowing of the Leys & Bellinge Field	OSA1906s9 & 10	906.00
D F Phipps, To Supply & Install Plaques & Plinths on Bellinge Field	OSA1906s9 & 10	561.60
Small Business Payroll (May) Salaries and monthly fee)	LGA1972s112	3700.00
Barclaycard Statement for April	LGA1972s111	262.80
Footprint Recycling (Waste Collections Pavilion – Mar)	LGA1972s111	129.48
ESPO, 10 x Litter Pickers	LGA1972s111	144.00
E Nash, 2 x Memorial Trees for the late Dennis Nash	LGA1972s111	220.0
Unicom, Telephone & Broadband at the Pavilion (May)	LGA1972s133	55.36

48.2 The schedule showing Income and Expenditure compared to Budget for the period to 30.04.21 had been forwarded to all Members. RESOLVED this be approved.

48.3 The Clerk reported that reconciled bank account balances as at 30.04.21 were:

- Current Account £26,174.48
- Reserve Account £270,768.35

		Action
48	***Finance (Continued)***	
48.4	A copy of the Receipts and Payments Account for the financial year to 31.03.21 had been forwarded to all members. RESOLVED this be approved.	
48.5	RESOLVED that the Annual Governance Statement be approved and this was duly signed by the Chairman and outgoing RFO.	
48.6	RESOLVED that the Statement of Accounts for the year to 31st March 2021 be approved and this was duly signed by the Chairman.	
48.7	All members had received a copy of the Internal Auditors Report for the year to 31.03.20 and the contents were duly noted and approved.	
48.8	The dates for the Exercise of Public Rights were approved. This will be from Monday 14th June 2021 to Friday 23rd July 2021.	**Clerk**
48.9	A request for assistance with funding with regard to LB Pocket Park had been received from Michael Clasper. He is currently completing a National Lottery Funding application which will be submitted this week. It was RESOLVED that the Council would wait for the results of this before discussing any further. Held Over	
48.10	RATIFIED that the previously approved ((obtained electronically) quotation for drainage work be carried out at Bellinge Field by Northants Land Drainage at a cost of £8025.45 plus VAT.	
49	***Other Matters***	
49.1	Bellinge Community House. After much discussion it was RESOLVED that the Parish Council would continue with the process of taking over ownership of Bellinge Community House. Clerk to advise Solicitors.	**Clerk**
49.2	Billing Fayre It was RESOLVED that the Billing Fayre should go ahead on 26th June and Cllr. Clark offered to be a First Aider on the day. Posters and Banners will be placed in the Parish to advertise the event along with a post on the Parish Facebook page and the Parish website.	**GSM / SB**
49.3	E-Scooters After much discussion regarding the mis use of the e-scooters it was RESOLVED that a letter will be sent to VOI to raise the concerns and the possibility of having the Parish owned land designated a no-go area. A complaints link will be sent out by Liz Newbery for parishioners to use.	**JM / LN**
49.4	Parish Litter Picking in Conjunction with the Wombles The Parish Council would like to commend the Wombles for all their hard work. There is a noticeable difference within the Parish. Steve Bishop has had a meeting with Cllr.Phil Larratt who has confirmed that he is currently writing a Litter Charter which should be available in time for the Great British Spring Clean at the end of May. Steve will keep the Council updated of the progress.	**SB**

			Action
49	***Other Matters (Continued)***		
49.5	Anti Social Behaviour at Gt Billing Pocket Park underpass. Cllr. Paul Clark has confirmed that he has raised this with Stephen Mold the Police, Fire & Crime Commissioner and is currently awaiting a response from him and once received will update Paul (GSM). Liz Newbery will contact PCSO Steve Whiting (PCSO) to gain information regarding the culprits which she will then pass onto the ASB Team to see if they can assist.		**PC / LN**
50	***Updates***		
50.1	Parish Website & E-Mails Steve Bishop has now successfully changed the website domain name to www.billing-pc.gov.uk which has a higher authority level. Due to this the councillors e-mail address will need to be changed to reflect this. Steve has set them up and is happy to help the Councillors change over to the new e-mails.		**SB**
50.2	Proposed Path for Ecton Brook Linear Park Steve Ward will be completing a National Lottery Grant Application and will submit it shortly.		**SW**
50.3	Proposed parking restrictions on High Street, Gt Billing. Confirmation had been received that heritage style railings and three bollards will be installed around the water trough on High Street Gt. Billing, but no further information has been received with regard to the proposed double yellow lines. A letter is to be sent to Highways requesting an update.		**Clerk**
51	***Leisure & Recreation***		
51.1	The GSM reported: ➢ The first stage of the path at Gt. Billing Pocket Park has been completed and the Council would like to pass on their thanks to D F Phipps for doing an amazing job. ➢ Thank you to 35 Church walk for the donation of the large stones which have been used on Bellinge Field for vehicle defences. ➢ Had an issue with the toilets being left unlocked by the Football Club allowing a group of youths to enter and create a mess. The Football Club was informed n they came the next morning and cleaned up. ➢ 30 new commemorative trees have been planted on Bellinge Field and a further 15 will be planted at the end of the year. ➢ He is also planting 'Midwinter Fire' Dogwood in Bellinge Field.		
51.2	The following reports had been received from Michael Clasper regarding Little Billing Pocket Park. ➢ Following the relaxation of Covid 19 restrictions, volunteering sessions at Little Billing Pocket Park were resumed on Saturday,10th April. Nine volunteers cut the grass in the picnic area; partially strimmed the recreation area north of the Orchard; removed fly-tipped builder's rubble; blow-cleaned footpaths and collected and removed litter.		

		Action
51	***Leisure & Recreation (Continued)***	
51.2	➢ There was a volunteering session at Little Billing Pocket Park, on Saturday, 24th April from 10am until 12 noon as usual. Seven volunteers mowed and strimmed the grass in the orchard, the picnic area and on the main footpath verges. Paths were blown clean and litter was collected and removed.	
52	***Councillors Reports Not Covered Elsewhere***	
52.1	Cllr. Clements advised that the two lamp posts in Valley Road have still not been connected and the old ones not been removed. Clerk to chase.	**Clerk**
53	***Date of Next Meeting and Closure***	
53.1	There being no further business the meeting was closed at 8.05 pm. The next Parish Council Meeting will be held at 7.30 pm on Monday 21st June 2021 and it is envisaged that it will take place at The Bernard Weston Pavilion, Gt. Billing.	