



# BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT 7.30pm ON MONDAY 9<sup>th</sup> MAY 2022 AT BERNARD WESTON PAVILION, GREAT BILLING

**PRESENT** J. A. Marlow (Chairman of Billing Parish Council)  
Cllrs. Mrs G 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. C. Goodridge (Clerk to Billing Parish Council)  
Mr. P. Marks (Green Space Manager)  
Three Parishioners

		Action
<b>049</b>	<b><i>Election of Chairman</i></b>	
49.1	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.	
<b>050</b>	<b><i>Signing of Acceptance of Office by Councillors</i></b>	
50.1	All elected Councillors had previously signed the Declaration of Acceptance of Office and Compliance with the Code of Conduct in May 2021 so this was not required.	
<b>051</b>	<b><i>Apologies for Absence</i></b>	
51.1	Apologies were received from Unitary Councillors Mr K. Holland-Delamere, and Parish Highway Warden Mr. D. Lang.	
<b>052</b>	<b><i>Minutes</i></b>	
52.1	The Minutes of the Parish Council meeting held on Monday 11 <sup>th</sup> April 2022 (Folio Nos. 019/2022 – 023/2022) were approved and signed as a true record.	
<b>053</b>	<b><i>Approval of Policies/Procedures</i></b>	
53.1	The following policies/procedures were approved and adopted by the Council: <ul style="list-style-type: none"> <li>➤ Standing Orders</li> <li>➤ Financial Regulations</li> <li>➤ Internal Control</li> <li>➤ Governance Risk Assessment</li> <li>➤ Dignity at Work</li> <li>➤ Equal Opportunities</li> <li>➤ Grievance Complaints</li> <li>➤ Records Retention</li> <li>➤ Social Media</li> <li>➤ Data Protection Policy</li> <li>➤ Data Breach Policy</li> <li>➤ Health &amp; Safety</li> </ul>	

		Action
<b>054</b>	<b><i>Election of Officers</i></b>	
54.1	Vice-Chairman – Cllr. S. Rockall	
54.2	Responsible Financial Officer – Clerk to Billing Parish Council, Mrs. Carrie Goodridge.	
<b>055</b>	<b><i>Appointment of Committees &amp; Representatives</i></b>	
55.1	<u>Finance</u> The Chairman, Cllrs. J. Clements, S. Rockall and Mrs. C. Worthington.	
55.2	<u>Planning &amp; Conservation</u> The Chairman, Cllrs. D. Brede and Mrs. C. Worthington	
55.3	<u>Leisure &amp; Recreation</u> The Chairman, Cllrs. S. Rockall and Mrs. C. Worthington	
55.4	<u>Objectives</u> The Chairman, Cllrs. S. Rockall and Mrs. C. Worthington	
55.5	<u>Northants CALC</u> Cllr. D. Brede	
55.6	<u>Charities Committee</u> The Chairman and Mrs. C. Worthington	
55.7	<u>Bellinge Community House</u> Cllrs. D. Brede, Rev. R. Burbidge, J. Clements, Mrs G. K. Chagger.	
55.8	<u>Police Liaison</u> Paul Marks GSM	
<b>056</b>	<b><i>Declarations of Interest</i></b>	
56.1	None declared	
<b>057</b>	<b><i>Public Forum</i></b>	
57.1	A Parishioner wanted to report that the War Memorial hedge is over taking the roses. This will be reported to Father Brendon.	<b>JM</b>
<b>058</b>	<b><i>Reports from Outside Agencies</i></b>	
58.1	In his absence Damian Lang, Parish Highway Warden reported: <ul style="list-style-type: none"> <li>• Damage to the speed humps along Fishponds Road to be repaired within six months' time.</li> </ul>	
58.2	In his absence Cllr. Holland-Delamere (WNC) reported: <ul style="list-style-type: none"> <li>• <b>Buses</b> Unfortunately, WNC were not successful in their bid. Regarding the service on Fishponds Road, he hopes to progress this before the summer holidays. Cllr. Clark advised that it may be possible for the affected residents to use the Northampton Door-To-Door Service.</li> <li>• <b>Paths around St Andrews School</b> No further update available</li> </ul>	

		Action
<b>058</b>	<b>Reports from Outside Agencies (continued)</b>	
58.3	<p>Cllr. J. Hill (WNC) reported:</p> <ul style="list-style-type: none"> <li>• <b>Council Tax Energy Rebate</b> The process for this has now changed. Homes in Bands A to D which pay their Council Tax by Direct Debit will have a monthly reduction in their council tax payment. Homes in Bands A to D who don't pay by Direct Debit will receive a letter explaining the process they need to follow.</li> <li>• <b>Bins</b> Unitary bins around the Parish have not been collected for some time however this has been reported and will be resolved shortly.</li> <li>• <b>Working with Schools</b> Both Cllr. Hill &amp; Clark have been working closely with the parish schools Head Teachers regarding the growing issue of Gangs and Anti-Social Behaviour. In order to address the issues prior to pupils attending secondary schools they have arranged a number of Gang workshops for them to attend.</li> </ul>	
58.4	<p>PCSO's Mike Harrison and Laura Nowell reported:</p> <ul style="list-style-type: none"> <li>• <b>Anti-Social Behaviour</b> Following the breach of a Community Protection Notice Warnings two individuals have been issued with court orders. The PCSO's are also conducting a number of home visits to families who children have failed to comply with the conditions on their Acceptable Behaviour Contracts. There is to be a multi-agency meeting with the Co-op to discuss ways in which they can prevent /reduce shop lifting team from Northants Police</li> <li>• <b>E-Scooters</b> There is an ongoing issue with private e-scooters and misuse of Voi Scooters within the Parish. This is being handled by the PCSO's and Voi Scooters.</li> <li>• <b>Police Surgery</b> This is held every first Thursday of the month at Bellinge Community House.</li> </ul>	
<b>059</b>	<b>Planning</b>	
59.1	<ol style="list-style-type: none"> <li><b>WNN/2022/0298</b> – 8 Church Walk, Great Billing – 3no Mature Yew (rear garden) Crown reduce (width only) by up to 1.2m. 1no semi mature Yew, reduce height to 2m above boundary wall and trim remaining tree to create a ball like shape - <b>No comments or objections</b></li> <li><b>WNN/2022/0418</b> - Land at Wildacre Drive, Great Billing – Construction of 5no dwellinghouses and associated works including vehicular accesses, private driveway and parking – <b>Comments submitted</b></li> <li><b>WNN/2022/0438</b> - 7 Lady Winefrides Walk, Great Billing – Demolition of existing garage construction of new two storey side extension and single storey rear extension - <b>No comments or objections</b></li> <li><b>WNN/2022/0468</b> - 75 Station Road, Great Billing – Single storey rear extension - <b>No comments or objections</b></li> </ol>	
59.2	<p>The following determinations had been received from WNC:</p> <ol style="list-style-type: none"> <li><b>WNN/2021/0859</b> - 7 Sunset Court, Little Billing - Demolition of existing garage and construction of new two storey garage with store room adjacent – <b>Approved</b></li> </ol>	

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59.2	<p>b. <b>WNN/2022/0157</b> - 22 Whiteheart Close, Great Billing - Ground floor and first floor side extension – <b>Approved</b></p> <p>c. <b>WNN/2022/0227</b> - 2 Chantry Close, Gt Billing - Lawful Development Certificate for proposed single storey rear extension - <b>Approved</b></p> <p>d. <b>WNN/2022/0298</b> - 8 Church Walk, Great Billing - 3no Mature Yew (Rear Garden) - Crown reduce (width only) by up to 1.2m 1no Semi Mature Yew (Front Garden) - Reduce height to 2m above boundary wall and trim remaining tree to create 'ball' like shape – <b>Approved</b></p>																																																																
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60.1	<p>The list of Accounts for Approval for Payment had been forwarded to all Members. RESOLVED that payment be made as per the following:</p> <table border="1"> <tr> <td>Small Business Payroll Salaries and monthly fee (March)</td><td>LGA1972s112</td><td>3700.00</td></tr> <tr> <td>O2, Clerk &amp; GSM Mobile Phone (21/03/22 – 20/04/22)</td><td>LGA1972s133</td><td>42.00</td></tr> <tr> <td>Footprint, Pavilion General Waste Removal (March)</td><td>LGA1972s111</td><td>103.32</td></tr> <tr> <td>Unicom, Telephone &amp; Broadband for the Pavilion (April)</td><td>LGA1972s133</td><td>57.92</td></tr> <tr> <td>ESPO, 2 Ply Blue Hand Towels x 5 for Pavilion</td><td>LGA1972s111</td><td>95.70</td></tr> <tr> <td>SSE, Unmetered Supply Street Lighting &amp; CCL (March)</td><td>PCA1957s.3</td><td>275.10</td></tr> <tr> <td>Small Business Payroll, Shortfall on April Salaries</td><td>LGA1972s112</td><td>498.46</td></tr> <tr> <td>NEST, Pension Contribution for April</td><td>LGA1972s112</td><td>393.26</td></tr> <tr> <td>Bellinge Community House, Staff Salaries &amp; other items</td><td>LGA1972s111</td><td>20000.00</td></tr> <tr> <td>Little Billing Pocket Park Volunteers, Grant</td><td>LGA1972s111</td><td>1000.00</td></tr> <tr> <td>Clerk, Mileage for financial year 2021/2022</td><td>LGA1972s111</td><td>40.45</td></tr> <tr> <td>Barclaycard Commercial, Statement for April</td><td>LGA1972s111</td><td>144.50</td></tr> <tr> <td>British Gas, Pavilion Electricity Usage (17/03/22-19/04/2022)</td><td>LGA1972s111</td><td>190.61</td></tr> <tr> <td>N J Barber (Minster Cleaning), Cleaning of the Pavilion for April</td><td>LGA1972s111</td><td>218.78</td></tr> <tr> <td>D F Phipps, Mowing &amp; Strimming Leys, Celebration Ave &amp; Church Way x2</td><td>OSA1906s9 &amp; 10</td><td>1188.00</td></tr> <tr> <td>D F Phipps, Spot Spray wild flower area, church wall and orchard</td><td>OSA1906s9 &amp; 10</td><td>144.00</td></tr> <tr> <td>D F Phipps, Mowing &amp; Strimming Great Billing Fields 1, 2 &amp; 3 x 2</td><td>OSA1906s9 &amp; 10</td><td>660.00</td></tr> <tr> <td>D F Phipps, clearing blocked drain on the Leys &amp; installing wire mesh cover</td><td>OSA1906s9 &amp; 10</td><td>144.00</td></tr> <tr> <td>D F Phipps, Mowing Little Billing Village Green x 2</td><td>OSA1906s9 &amp; 10</td><td>144.00</td></tr> <tr> <td>D F Phipps, Mowing &amp; Strimming Bellinge Field, Pitch &amp; Glades x2</td><td>OSA1906s9 &amp; 10</td><td>972.00</td></tr> <tr> <td>Zurich, Annual Insurance Premium 2022/23 including the GSM vehicle</td><td>LGA1972s111</td><td>2467.05</td></tr> </table>	Small Business Payroll Salaries and monthly fee (March)	LGA1972s112	3700.00	O2, Clerk & GSM Mobile Phone (21/03/22 – 20/04/22)	LGA1972s133	42.00	Footprint, Pavilion General Waste Removal (March)	LGA1972s111	103.32	Unicom, Telephone & Broadband for the Pavilion (April)	LGA1972s133	57.92	ESPO, 2 Ply Blue Hand Towels x 5 for Pavilion	LGA1972s111	95.70	SSE, Unmetered Supply Street Lighting & CCL (March)	PCA1957s.3	275.10	Small Business Payroll, Shortfall on April Salaries	LGA1972s112	498.46	NEST, Pension Contribution for April	LGA1972s112	393.26	Bellinge Community House, Staff Salaries & other items	LGA1972s111	20000.00	Little Billing Pocket Park Volunteers, Grant	LGA1972s111	1000.00	Clerk, Mileage for financial year 2021/2022	LGA1972s111	40.45	Barclaycard Commercial, Statement for April	LGA1972s111	144.50	British Gas, Pavilion Electricity Usage (17/03/22-19/04/2022)	LGA1972s111	190.61	N J Barber (Minster Cleaning), Cleaning of the Pavilion for April	LGA1972s111	218.78	D F Phipps, Mowing & Strimming Leys, Celebration Ave & Church Way x2	OSA1906s9 & 10	1188.00	D F Phipps, Spot Spray wild flower area, church wall and orchard	OSA1906s9 & 10	144.00	D F Phipps, Mowing & Strimming Great Billing Fields 1, 2 & 3 x 2	OSA1906s9 & 10	660.00	D F Phipps, clearing blocked drain on the Leys & installing wire mesh cover	OSA1906s9 & 10	144.00	D F Phipps, Mowing Little Billing Village Green x 2	OSA1906s9 & 10	144.00	D F Phipps, Mowing & Strimming Bellinge Field, Pitch & Glades x2	OSA1906s9 & 10	972.00	Zurich, Annual Insurance Premium 2022/23 including the GSM vehicle	LGA1972s111	2467.05	
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60.2	The schedule showing income and Expenditure compared to budget, for the period to 30.04.22 already forwarded to all Members. RESOLVED this be approved.																																																																
60.3	<p>The Clerk reported that reconciled bank account balances as at 30.04.22 were:</p> <ul style="list-style-type: none"> <li>➤ Current Account                      £101,020.37</li> <li>➤ Reserve Account                      £311,822.72</li> </ul>																																																																
60.4	Following the circulation of the report it was brought to the attention of the clerk by Natalie Green Co that the quotation supplied was for the incorrect software. The quote for the correct programme was at a cost of £2513.00 plus VAT which was inclusive of financial software, support, maintenance and three days training. RESOLVED that the estimate be approved.	<b>Clerk</b>																																																															
60.5	RESOLVED that the estimate provided by Stanair Industrial Door Services Ltd at a cost of £2177.00 plus VAT to replace the office shutter be approved.	<b>GSM</b>																																																															
60.6	RESOLVED that the estimate provided by Ray Bell and Sons at a cost of £19,800 plus VAT to replace part of Bellinge footpath be approved.	<b>Clerk</b>																																																															

		Action
<b>060</b>	<b>Finance (continued)</b>	
60.7	RESOLVED that the services of Natalie Green & Co be approved at £85.00 plus VAT an hour to restate the accounts from years 2020/2021 and 2021/2022 to comply with AGAR ruling.	Clerk
60.8	RESOLVED that the estimate provided by KAMS Tree Care Ltd at a cost of £1100 plus VAT to remove two dangerous willow trees on Bellinge field be approved.	GSM
<b>061</b>	<b>Other Matters</b>	
61.1	Land Request It was RESOLVED that the request of 54 Worcester Close to purchase Parish land to extend their garden be declined. Clerk to advise the home owner.	Clerk
61.2	Fibre Cable Installation It was RESOLVED that the request for permission to install new fibre cables on the Church Drive way leading to 35 Church Walk be approved. However, if / when this work goes ahead, the installation and reinstatement work will be at the cost of the home owner.	JM/ Clerk
61.3	Billing Fayre It was RESOLVED that the Parish Council will hold a stall at the Parish Fayre. This will have information of the role of the Parish Council and how to become a councillor. Cllr.Ward has kindly volunteered to man the stall for a couple of hours. It was suggested that maybe an idea to invite Veolia to attend. PSCO Harrison advised that one of the old posters is still showing on the Parish website. The Clerk will remove this.	SW Clerk
<b>062</b>	<b>Updates</b>	
62.1	Clerk update The Clerk reported that <ul style="list-style-type: none"> <li>The transfer of Bellinge Community House is still ongoing, however we should receive the contract in the next couple of weeks.</li> <li>The installation of the yellow lines will not commence until after the gas works completed.</li> <li>The estimate for the connection of the new street lamp on High Street, Great Billing has been received and sent to Cllr. Rockall for review.</li> <li>The spring edition of the Parish Magazine was sent out. All members received this apart from the Clerk and the Chairman. This has been taken up with the delivery company. The Clerk will be looking at an alternative service provider due to ongoing issues.</li> </ul>	
62.2	Sporting Update The Clerk confirmed that the cricket season has now started and that they have settled in well. There is a meeting with Alan Johnson from Billing United tomorrow evening to discuss their requirements for 2022/2023 Season.	
62.3	Anti-Social behaviour in Bellinge See meeting minutes item numbers 58.3 and 58.4.	

		Action
062	<b>Updates (continued)</b>	
62.4	Proposed path for Ecton Brook Linear Park Cllr. Ward reported that he is still no further forward with this and seems to be going around in circles. Unitary Cllrs. Hill and Clark have asked that he send them the email trail so that they can support him with this.	SW
62.5	Working towards Climate Emergency Declaration Cllr. Brede advised that he was still awaiting an update from the Clerk regarding Harlestone Parish Council HOP22 event. The clerk advised that this was distributed to all councillors a couple of weeks ago. Clerk to resend this to Cllr. Brede.	Clerk
063	<b>Leisure &amp; Recreation</b>	
63.1	GSM reported that <ul style="list-style-type: none"> <li>• The remaining laurels have now been planted on Bellinge Field</li> <li>• Fallen trees in Bellinge Field have been removed</li> <li>• The Unicorn head had been damaged and had to be removed.</li> <li>• The speed camera which was on Fieldmill Road showed that most vehicles were driving under 30 mile per hour. This has now been moved to Ecton Brook Road.</li> </ul>	
63.2	Little Billing Pocket Park Update In his absence Michael Clasper, Little Billing Pocket Park Volunteers, had forwarded the following report: In the volunteering session on 7 <sup>th</sup> May 2022 the five volunteers mowed the path edges and picnic area. Cleared the overgrowth from the footpaths; strimmed part of the orchard and the area to the North; combined the two woodpiles and collected and removed litter.	
63.3	Ecton Brook Residents Association No report received	
064	<b>Councillors Reports Not Covered Elsewhere</b>	
64.1	Cllr. Ward asked if the GSM can replace the tree at Ecton Brook Lake as the ground has now dried out. He also wanted to find out if the GSM could look at the work needed to clear the old paved area on Linear Park at the bottom of Millbank which had previously been discussed some time ago. The GSM will look into this.	GSM
64.2	Cllr. Burbidge reported that St Andrews Church held a three-day holiday club which was well attended by thirty children and also an Easter Egg hunt. On the 4 <sup>th</sup> June Billing Church shall be holding a jazz Jubilee event outside St Andrews Church from 3.30pm till 5.30pm.	
64.3	Cllr. Pearson reported that a number of trees had fallen on the unofficial pathway behind Billing Brook. The Clerk advised that there is now only one tree causing an obstruction and this has been reported to WNC. They have confirmed that as this is not an official pathway that is not a priority. Cllr. Pearson asked if the Clerk could make some enquiries on how this can be made a public right of way. He also advised of damage to the speed bump on Penfold Drive. This has been previously reported to WNC but they responded to say no further action required.	Clerk

		Action
<b>064</b>	<b><i>Councillors Reports Not Covered Elsewhere (continued)</i></b>	
64.4	Cllr. Worthington voiced concerns regarding the works being completed by Cadent.	
64.5	Cllr. Clements asked for an update regarding the tree which is leaning on a telegraph pole. GSM advised this has been reported to WNC.	
64.6	Cllr. Smith advised that she had received an email from a resident that wanted to commend the Parish for the work that they complete and special thanks to GSM and volunteers that make the green areas look so amazing. She also handed her resignation letter to the Cllr. Marlow as this would be her final meeting, the Clerk will advise WNC. She thanked the council members for their support and wished the council all the best for the future.	<b>Clerk</b>
64.7	Cllr. Rockall confirmed that the Elwes Arms are looking for approximately fifty-two to fifty-three, three course meal ideas / recipes to put into their new charity cook book. Any ideas can be sent directly to the Elwes Arms Public House or pass on to him. Cllr Rockall also wanted an update on the Pavilion Clock. The GSM advised that he needs to look at the clock to see if can be repaired. This needs to be done from the Pavilion roof. Cllr. Rockall suggested that maybe we can use the cherry picker hired for the tree work to look at the clock.	<b>GSM</b>
<b>065</b>	<b><i>Date of Next Meeting and Closure</i></b>	
65.1	There being no further business the meeting was closed at 8.47pm. The next Parish Council Meeting will be held at 7.30 pm on Monday 13 <sup>th</sup> June 2022 at Bernard Weston Pavilion, Gt. Billing.	