



BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT 7.30pm ON MONDAY 15th MAY 2023 AT BERNARD WESTON PAVILION, GREAT BILLING

PRESENT

J. A. Marlow (Chairman of Billing Parish Council)
Cllrs. Mrs. G. Chaggar, Mrs C. Worthington, Mr. F. Brett, Mr J. Clements and Mr S. Rockall.

Also Present:

Mrs. C. Goodridge (Clerk to Billing Parish Council)
Mr. P. Marks (Green Space Manager)
Mr. D. Lang (Highways Warden)
No Parishioners

Item no		Action
052	<i>Election of the Chairman</i> RESOLVED to elect Cllr. J. A. Marlow as Chairman of Billing Parish Council	
053	<i>Election of the Vice-Chairman of Billing Parish Council</i> RESOLVED to elect Cllr. S. Rockall as Vice-Chairman of Billing Parish Council	
054	<i>Apologies for Absence</i> Apologies were received and accepted from Cllrs. Mr D. Brede, Rev. R. Burbidge, Mr. M. Pearson, Mr. C. Shah and Mr S. Ward. Apologies were also received from, Neighbourhood Warden David Samuels, the police and Unitary Cllrs. Mr P. Clark (WNC), Mr J. Hill, Mr K. Holland-Delamere (WNC), Mr A. Kilbride (WNC) and Mr S. Hibbert.	
055	<i>To readopt the following policies:</i> <ul style="list-style-type: none"> ➤ Standing Orders ➤ Financial Regulations ➤ Complaints ➤ Governance Risk Assessment ➤ Dignity at Work ➤ Equal Opportunities ➤ Grievance Complaints ➤ Records Retention ➤ Social Media ➤ Equality and Diversity ➤ Training Statement of Intent ➤ Data Protection ➤ Data Breach ➤ Health & Safety 	

Item no		Action
055	<p><i>To readopt the following policies (continued)</i></p> <ul style="list-style-type: none"> ➤ Code of Conduct ➤ Lone Working ➤ Litter Picking ➤ Volunteers ➤ Tree Risk Management <p>Two policies were amended: Standing Orders and Financial Regulations</p> <p>RESOLVED to adopt the policies on mass.</p>	
056	<p><i>To appoint NCALC as Data Protection Officer</i></p> <p>RESOLVED to appoint NCALC as Data Protection Officer</p>	
057	<p><i>To appoint Internal Control Councillors</i></p> <p>RESOLVED to appoint Cllrs Brett & Rockall as Internal Control Officers</p>	
058	<p><i>To agree Committees & Sub-Committees & to appoint Members to them</i></p> <p>RESOLVED to create a Finance Committee, meeting as and when necessary. Cllrs Mr. J. Marlow, Mr. S. Rockall & Mrs. C Worthington were appointed to the committee.</p> <p>RESOLVED to create a HR Committee, meeting as and when necessary. Cllrs Mr. F. Brett, Mr. J. Clements and Mr. J. Marlow were appointed to the committee.</p>	
059	<p><i>To appoint a Police Liaison Representative</i></p> <p>RESOLVED to appoint Paul Marks the Green Space Manager as the Police Liaison Representative</p>	
060	<p><i>To appoint an Internal Audit Service for 2023/2024</i></p> <p>RESOLVED to appoint Northants CALC to provide the Internal Audit Service for 2023/2024.</p>	
061	<p><i>Minutes</i></p> <p>The Minutes of the Parish Council Meeting held on 17th April 2023 (Folio Nos. 020/2023 – 026/2023) were approved and signed as a true record.</p>	
062	<p><i>To Receive Declarations of Interest Under the Council's Code of Conduct</i></p> <p>Cllr. Rockall declared a non-pecuniary interest in items 66l and 66m.</p>	
063	<p><i>Public Forum</i></p> <p>None present</p>	
064 a	<p><i>Reports from Outside Agencies</i></p> <p>In his absence Cllr. Holland-Delamere reported:</p> <ul style="list-style-type: none"> • The conifer by Riverwell bus stop on Ecton Brook has now removed. 	

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065	<p>Planning</p> <p>To consider the following planning applications:</p> <p>a WNN/2023/0158 - 30 Leatherworks Way, Great Billing – revised plans for two storey side extension and single storey rear extension - No comments or objections.</p> <p>b WNN/2023/0350 – Coppers, 22 Penfold Drive, Great Billing – introduction of new window in living room to the front of existing dwelling - No comments or objections.</p> <p>c The following determinations had been received from WNC:</p> <ul style="list-style-type: none">• WNN/2023/0158 - 30 Leatherworks Way, Great Billing - Double storey side extension and single-storey rear extension – Approved• WNN/2023/0165 - 4 Dandelion Villas, Ecton Brook - Conservatory to rear of property – Approved																																																										
066	<p>Finance</p> <p>a 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><tr><td>Unicom, Telephone & Broadband for the Pavilion (April)</td><td>LGA1972s133</td><td>67.63</td></tr><tr><td>N J Barber (Minster Cleaning), Cleaning of the Pavilion for April</td><td>LGA1972s111</td><td>241.54</td></tr><tr><td>British Gas, Pavilion Electricity (15/03/23-17/04/2023)</td><td>LGA1972s111</td><td>313.13</td></tr><tr><td>Acorn, 3 x cherry trees Orchard Hill, 3 x rowan trees Bellinge Field</td><td>OSA1906SS9&10</td><td>720.00</td></tr><tr><td>DF Phipps, installation of plaque on Bellinge Field</td><td>OSA1906SS9&10</td><td>48.00</td></tr><tr><td>KAMS Tree Care, removal of maple tree & pollard of 2 willows Bellinge Field</td><td>OSA1906SS9&10</td><td>2280.00</td></tr><tr><td>Small Business Payroll, Salary & monthly fee (Apr)</td><td>LGA1972s112</td><td>4749.43</td></tr><tr><td>NEST, Pension Contribution for April</td><td>LGA1972s112</td><td>464.12</td></tr><tr><td>BACA, 2 x GSM Slim Fit Trousers</td><td>LGA1972s111</td><td>126.92</td></tr><tr><td>O2, Mobile Phones (April)</td><td>LGA1972s133</td><td>54.99</td></tr><tr><td>Rialtas, Year End</td><td>LGA1972s111</td><td>906.00</td></tr><tr><td>Rialtas, Annual Tax Digital subscription 2023/2024</td><td>LGA1972s111</td><td>102.30</td></tr><tr><td>Rialtas, Annual Software support and maintenance</td><td>LGA1972s111</td><td>676.56</td></tr><tr><td>Eason Electrical, Installation of Defibrillator at the Pavilion</td><td>LGA1972s111</td><td>222.00</td></tr><tr><td>D F Phipps, Mow & Strim the Leys x 1, Church Way & Celebration Ave x 2, Bellinge Field & football pitch x 2, Gt Billing pocket park and sports field X 2, Lt Billing Village Green X 1, Planting of wild flowers</td><td>OSA1906SS9&10</td><td>2560.80</td></tr><tr><td>SSE, Unmetered Supply Street Lighting & CCL (Apr Gt Billing)</td><td>PCA1957s.3</td><td>261.02</td></tr><tr><td>SSE, Unmetered Supply Street Lighting (Apr Lt Billing)</td><td>PCA1957s.3</td><td>13.54</td></tr><tr><td>Lynx Security, Annual service and maintenance of CCTV</td><td>LGRA1997s31</td><td>220.32</td></tr><tr><td>ESPO, Hand Towels x 5, Toilet Tissue x 2 & blue roll x 1</td><td>LGA1972s111</td><td>236.40</td></tr></table>	Unicom, Telephone & Broadband for the Pavilion (April)	LGA1972s133	67.63	N J Barber (Minster Cleaning), Cleaning of the Pavilion for April	LGA1972s111	241.54	British Gas, Pavilion Electricity (15/03/23-17/04/2023)	LGA1972s111	313.13	Acorn, 3 x cherry trees Orchard Hill, 3 x rowan trees Bellinge Field	OSA1906SS9&10	720.00	DF Phipps, installation of plaque on Bellinge Field	OSA1906SS9&10	48.00	KAMS Tree Care, removal of maple tree & pollard of 2 willows Bellinge Field	OSA1906SS9&10	2280.00	Small Business Payroll, Salary & monthly fee (Apr)	LGA1972s112	4749.43	NEST, Pension Contribution for April	LGA1972s112	464.12	BACA, 2 x GSM Slim Fit Trousers	LGA1972s111	126.92	O2, Mobile Phones (April)	LGA1972s133	54.99	Rialtas, Year End	LGA1972s111	906.00	Rialtas, Annual Tax Digital subscription 2023/2024	LGA1972s111	102.30	Rialtas, Annual Software support and maintenance	LGA1972s111	676.56	Eason Electrical, Installation of Defibrillator at the Pavilion	LGA1972s111	222.00	D F Phipps, Mow & Strim the Leys x 1, Church Way & Celebration Ave x 2, Bellinge Field & football pitch x 2, Gt Billing pocket park and sports field X 2, Lt Billing Village Green X 1, Planting of wild flowers	OSA1906SS9&10	2560.80	SSE, Unmetered Supply Street Lighting & CCL (Apr Gt Billing)	PCA1957s.3	261.02	SSE, Unmetered Supply Street Lighting (Apr Lt Billing)	PCA1957s.3	13.54	Lynx Security, Annual service and maintenance of CCTV	LGRA1997s31	220.32	ESPO, Hand Towels x 5, Toilet Tissue x 2 & blue roll x 1	LGA1972s111	236.40	
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	<p>b The schedule showing Income and Expenditure compared to Budget up to 30.04.23 had been forwarded to all Members. RESOLVED this be approved.</p> <p>c The Clerk reported that reconciled bank account balances as at 30.04.23 were:</p> <table><tr><td>Current Account</td><td>£99,126.87</td></tr><tr><td>Reserve Account</td><td>£361,386.52</td></tr></table> <p>d RESOLVED that the Internal Control Report for Quarter 4 2022/2023 be approved.</p> <p>e The Internal Auditors report has been received; the only request is the Clerk to make sure the Precept resolution has its own agenda item separate from approval of the budget. RESOLVED this be approved.</p>	Current Account	£99,126.87	Reserve Account	£361,386.52																																																						
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066	Finance (continued)	
f	RESOLVED that the Internal Control Procedures following a successful Internal Auditors report be approved.	
g	RESOLVED to agree the Annual Governance Statements for 2022/2023.	
h	RESOLVED to agree the Accounting Statement for 2022/2023.	
i	RESOLVED to set the dates for the Exercise of Public Rights to commence on Monday 5th June 2023 and finish on Friday 14th July 2023.	
j	RESOLVED that the requested annual grant of £1000.00 from Little Billing Pocket Park Volunteer Group for maintaining and insuring of equipment and towards fuel and planting be approved. Clerk to issue	Clerk
k	RESOLVED that the cost of £800.00 to Land & Property Registration (LPR) to ensure all Parish owned land is registered and complete all necessary paperwork on behalf of Billing Parish Council be approved. Clerk to give authorisation to proceed.	Clerk
l	RESOLVED that the cost of £6620.00 plus VAT to Bell Fencing to replace 146m of fencing around the Leys plus 14 new posts along the Church Drive Way be approved. GSM to give arrange start date.	GSM
m	RESOLVED that the cost of £480.00 plus VAT to Bell Fencing to replace 10m of fencing at Great Billing Pocket Park be approved. GSM to give arrange start date.	GSM
n	RESOLVED that the cost of £65.00 plus VAT an hour from D F Phipps be approved for a total of 24 hours (£1560 plus vat) to clear the top section of Bellinge Field behind Manor Farm Road and Station Mews and between Bellinge Field and the Orchard. GSM to give arrange start date.	GSM
067	Other Matters	
a	Bench on Station Road Great Billing After much discussion it was approved that Billing Parish Council will pursue with Highways the installation of a coronation bench in replacement of the original that was removed some time ago.	Clerk
b	Drop Kerb Bellinge Field It was RESOLVED that the clerk proceed with the drop kerb application with West Northants Council.	Clerk
c	Tender Process for Replacement Paths on Bellinge Field RESOLVED to issue a Notice of Tender opportunity, expressions of interest invited, on the Contract Finders website. Clerk to seek assistance from Tina Charteress, Clerk to Wootton Parish Council.	Clerk

Item no		Action
068	<p>Updates</p> <p>a Clerk update The Clerk reported that</p> <ul style="list-style-type: none"> • Vik from the Nene River Trust has advised that the work permit for river works in Little Billing Pocket Park has been received. He is liaising with Dom from Woodland & Water Management and nesting survey consultant to confirm a start date. • ANPR camera for the no right turn off Fishponds Road has been received by Highways at WNC but still awaiting the legal order. Once received and approved the equipment will be put in place and enforcement can begin. • The grant application to Northamptonshire Police for the bleed kits have been completed and submitted. • Tenancy agreement for Bizzy Bears has been sent off for amendments. <p>b Sporting Update</p> <ul style="list-style-type: none"> • Billing United played their final game on 14th May but will continue to use the pitch for training on Tuesday, Wednesday and Thursday throughout the summer. • Abington Phoenix played their first cricket game on 13th May and will be with us until mid-September. • A second cricket team have extended their hire of the field for practice on selected Monday, Friday and Sundays throughout May. <p>c Anti-Social behaviour in Bellinge None reported</p> <p>d Bellinge Community House The clerk advised Debbie MacColl of Community Safety & Engagement Team confirmed that the result of the public consultation was that on the whole people want Bellinge Community House to be back to what it was when Michelle was there.</p> <p>e Ecton Brook Linear Park Held Over</p> <p>f Working towards Climate Emergency Declaration Held Over</p> <p>g Parish Objectives</p> <ol style="list-style-type: none"> Little Billing Notice Board Awaiting contact from Highways to confirm area is suitable and to provide necessary paper work. A4500 Bus Stop at Ecton Brook This is still with WNC and still no date for completion Planting of Wild Flower Meadows and Trees on Parish Land Wild flower areas in in the process of being seeded on The Leys 	

Item no		Action
068	<p>Updates (continued)</p> <p>h Parish Health and Safety</p> <ul style="list-style-type: none"> The clerk is now in receipt of the documentation from Grahame Thompson and awaiting appointment to go through what he has provided. <p>i Billing Fayre 2023</p> <p>The GSM confirmed that he has received eighteen pitch bookings and the RSPCA dog show will be going ahead. Cllr. Rockall advised that they would like to use a Welsh dresser for crockery smash which the GSM is looking to source.</p>	GSM
069	<p>Leisure & Recreation</p> <p>a GSM Update</p> <p>GSM advised the following:</p> <ul style="list-style-type: none"> Ecton Brook Residents Group area mowed and bushes trimmed in Sallys absence Installation of bench behind Millbank, Ecton Brook Planting of donated oak tree at Ecton Brook Lake Trimmed the bushes along Penfold Lane Removed the fallen tree at Orchard Hill Dangerous trees on Bellinge Field have now been removed by Kams <p>b Little Billing Pocket Park Update</p> <p>In his absence Michael Clasper, Little Billing Pocket Park Volunteer Group, had forwarded the following report:</p> <ul style="list-style-type: none"> A volunteering session took place on 13th May. Five volunteers cut the grass, in the picnic area, main path edges and part of the Orchard. The Orchard has been stumped and over hanging branches have been removed, and litter and fly-tipped rubbish were collected and removed. <p>c Ecton Brook Residents Group</p> <p>None received</p>	
070	<p>Councillors Reports Not Covered Elsewhere</p> <p>a Cllr. Clements reported:</p> <ul style="list-style-type: none"> There is a branch hanging from a tree on Waterfowl Walk. <p>b Cllr. Worthington reported:</p> <ul style="list-style-type: none"> That she has been past the phone box in Great Billing Village and wanted to say how beautiful that it looked now the refurbishment has been completed. <p>c Cllr. Rockall wanted an update from the clerk to see if any more correspondence had been received from Jamie Moss of RPC regarding the standstill agreement for Camberley Close subsidence claim. The clerk confirmed that she had not.</p>	
071	<p>Date of Next Meeting and Closure</p> <p>a There being no further business the meeting was closed at 8.37pm.</p> <p>b The next meeting will be held at 7.30pm on Monday 12th June 2023 at Bernard Weston Pavilion, Gt. Billing.</p>	