



BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT 7.30pm ON MONDAY 13th OCTOBER 2025
AT BERNARD WESTON PAVILION, GREAT BILLING**

PRESENT

Cllr. Mr. J. Marlow (Chair of Billing Parish Council)
Cllrs. Mr F. Brett, Mrs. G Chaggar, Mr R. Chamberlin, Mr. G. Gardner, Mr S. Johnson, Mr S. Rockall, Mr S. Ward and Mr S. Young.

Also Present:

Mrs. C. Goodridge (Clerk to Billing Parish Council)
Mr. P. Marks (Green Space Manager)
Mr. S. Hays (WNC Councillor)
Three Parishioners

Item no		Action
109	Apologies for Absence Apologies were received and accepted from Cllrs. Brede and Burbidge. Apologies were also received from Mr. D. Lang (Highways Warden). No apologies were received from Cllr. Patel.	
110	Co-option of Councillors No candidates were present for co-option. The two vacancies remain open.	
111	Minutes The Minutes of the Parish Council Meeting held on 8 th September 2025 (Folio Nos. 037/2025 to 045/2025) were approved and signed as true records.	
112	To Receive Declarations of Interest Under the Council's Code of Conduct <ul style="list-style-type: none"> • Cllr. Gardner declared a non-pecuniary interest in item 099a, 2025/3550/TCA – 11 Cattle Hill, Great Billing - Works to 2x Beech and the removal of 1x Beech. In accordance with the council's Code of Conduct, Cllr Gardner took no part in the discussion or vote. • Cllr. Marlow declared a pecuniary interest in item 099a, 2025/3550/TCA – 11 Cattle Hill, Great Billing - Works to 2x Beech and the removal of 1x Beech, being the applicant for tree works on a tree located on his property. In accordance with the council's Code of Conduct, Cllr Marlow took no part in the discussion or vote. • Cllr. Chaggar declared a non-pecuniary interest in item number 117e as she is a trustee of the Community Interest Company (CIC), Cre8 Change who is, applying for the grant. In accordance with the council's Code of Conduct and the Localism Act 2011, Cllr Chaggar took no part in the discussion or vote on this matter during this agenda item. 	
113	To receive requests for dispensation None received	
114	Public Forum No one wished to speak	

Item no		Action																																																																																																														
117 a	<p data-bbox="209 232 453 264">Finance (continued)</p> <p data-bbox="209 266 1315 297">RESOLVED to APPROVE the following payments from 1st September to 30th September 2025.</p> <table border="1" data-bbox="225 333 1182 1115"> <thead> <tr> <th>Payee Name</th> <th>Transaction Detail</th> <th>Power</th> <th>Amount Paid</th> </tr> </thead> <tbody> <tr> <td>CLOUDY GROUP LTD</td> <td>Microsoft 365 & support Sept</td> <td>LGA1972S111</td> <td>185.40</td> </tr> <tr> <td>Barclaycard</td> <td>Barclaycard payment</td> <td>LGA1972S111</td> <td>185.85</td> </tr> <tr> <td>ESPO</td> <td>5 x Pitch Marker</td> <td>OSA1906SS9&10</td> <td>101.10</td> </tr> <tr> <td>YU ENERGY</td> <td>Lt Billing Street Lights Aug</td> <td>PCA1957S3</td> <td>25.16</td> </tr> <tr> <td>YU ENERGY</td> <td>Gt Billing Street Lights Aug</td> <td>PCA1957S3</td> <td>407.08</td> </tr> <tr> <td>CLEAR BUSINESS</td> <td>Tel & Broadband Sept</td> <td>TA1984S97</td> <td>49.80</td> </tr> <tr> <td>O2</td> <td>GSM/Clerk Mobile Aug</td> <td>TA1984S97</td> <td>64.32</td> </tr> <tr> <td>SMALL BUSINESS PAYROLL</td> <td>Salary & Payroll Service Sept</td> <td>LGA1972S112</td> <td>6059.17</td> </tr> <tr> <td>VEGETATION MANAGEMENT</td> <td>Tree Inspection Course GSM</td> <td>LGA1972S112</td> <td>288.00</td> </tr> <tr> <td>BACA WORKWEAR & SAFETY</td> <td>Dustpan set & Loppers</td> <td>LGA1972S111</td> <td>71.86</td> </tr> <tr> <td>FPWM LTD</td> <td>Pavilion bin collection Aug</td> <td>LGA1972S133</td> <td>110.40</td> </tr> <tr> <td>KAMS TREE CARE LTD</td> <td>Remove tree in Lt Billing PP</td> <td>OSA1906SS9&10</td> <td>510.00</td> </tr> <tr> <td>ROYAL BRITISH LEGION</td> <td>Donation Royal British Legion</td> <td>LGA1972S137</td> <td>500.00</td> </tr> <tr> <td>N J BARBER LTD</td> <td>Pavilion Cleaning Sept</td> <td>LGA1972S133</td> <td>359.74</td> </tr> <tr> <td>BACA WORKWEAR & SAFETY</td> <td>Wheelee Bin Liners x 1bx</td> <td>LGA16972S111</td> <td>37.32</td> </tr> <tr> <td>NEST</td> <td>Clerk / GSM pension Sept</td> <td>LGA1972S112</td> <td>624.94</td> </tr> <tr> <td>NATWEST BANK</td> <td>Bank charges August</td> <td>LGA1972S111</td> <td>7.70</td> </tr> </tbody> </table> <p data-bbox="165 1151 1378 1218">b RESOLVED that the schedule showing Income and Expenditure compared to Budget up to 30th September 2025 be APPROVED.</p> <p data-bbox="165 1258 1378 1361">c RESOLVED that September's 2025 bank reconciliation statements for the current, reserve and CCLA account be APPROVED and were duly signed by Cllr. Brett. The account balances as of 30th September 2025 were:</p> <table data-bbox="424 1402 957 1505"> <tbody> <tr> <td>Current Account</td> <td>£9376.56</td> </tr> <tr> <td>Reserve Account</td> <td>£145,163.62</td> </tr> <tr> <td>Investment Account</td> <td>£362,845.59</td> </tr> </tbody> </table> <p data-bbox="165 1545 1267 1612">d RESOLVED that the following works authorised by the clerk under the agreed Scheme of Delegation in September be APPROVED:</p> <table border="1" data-bbox="225 1664 1342 1859"> <thead> <tr> <th colspan="8">Approved Works Under the Scheme of Delegation</th> </tr> <tr> <th>Contractor</th> <th>Works</th> <th>Reason</th> <th>Cost (inc. vat)</th> <th>Date Agreed By Clerk</th> <th colspan="3">Budget Codes</th> </tr> </thead> <tbody> <tr> <td>CAMS</td> <td>Remove fallen tree</td> <td>Tree has fallen across Billing Brook needs to be removed</td> <td>£ 510.00</td> <td>09/09/2025</td> <td>43100 Tree Husbandry</td> <td>340 Little Billing Pocket Park</td> <td></td> </tr> <tr> <td>Cloudy IT</td> <td>1 x Email licences</td> <td>Additional email license required for additional councillor</td> <td>£4.74</td> <td>24/09/2025</td> <td>4160 IT Licences & Support</td> <td>100 Administration</td> <td></td> </tr> </tbody> </table> <p data-bbox="165 1917 1378 2065">e As resolved at the previous meeting, the Clerk arranged and attended a meeting on 1st October with representatives from West Northamptonshire Council (WNC), Community Spaces Northampton (CSN), Ward Councillor Hays, Councillor Hastie, and VCSE Assembly Chair Miranda Wixon.</p>	Payee Name	Transaction Detail	Power	Amount Paid	CLOUDY GROUP LTD	Microsoft 365 & support Sept	LGA1972S111	185.40	Barclaycard	Barclaycard payment	LGA1972S111	185.85	ESPO	5 x Pitch Marker	OSA1906SS9&10	101.10	YU ENERGY	Lt Billing Street Lights Aug	PCA1957S3	25.16	YU ENERGY	Gt Billing Street Lights Aug	PCA1957S3	407.08	CLEAR BUSINESS	Tel & Broadband Sept	TA1984S97	49.80	O2	GSM/Clerk Mobile Aug	TA1984S97	64.32	SMALL BUSINESS PAYROLL	Salary & Payroll Service Sept	LGA1972S112	6059.17	VEGETATION MANAGEMENT	Tree Inspection Course GSM	LGA1972S112	288.00	BACA WORKWEAR & SAFETY	Dustpan set & Loppers	LGA1972S111	71.86	FPWM LTD	Pavilion bin collection Aug	LGA1972S133	110.40	KAMS TREE CARE LTD	Remove tree in Lt Billing PP	OSA1906SS9&10	510.00	ROYAL BRITISH LEGION	Donation Royal British Legion	LGA1972S137	500.00	N J BARBER LTD	Pavilion Cleaning Sept	LGA1972S133	359.74	BACA WORKWEAR & SAFETY	Wheelee Bin Liners x 1bx	LGA16972S111	37.32	NEST	Clerk / GSM pension Sept	LGA1972S112	624.94	NATWEST BANK	Bank charges August	LGA1972S111	7.70	Current Account	£9376.56	Reserve Account	£145,163.62	Investment Account	£362,845.59	Approved Works Under the Scheme of Delegation								Contractor	Works	Reason	Cost (inc. vat)	Date Agreed By Clerk	Budget Codes			CAMS	Remove fallen tree	Tree has fallen across Billing Brook needs to be removed	£ 510.00	09/09/2025	43100 Tree Husbandry	340 Little Billing Pocket Park		Cloudy IT	1 x Email licences	Additional email license required for additional councillor	£4.74	24/09/2025	4160 IT Licences & Support	100 Administration		
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117 e	<p>Finance (continued)</p> <p>It was confirmed that although CSN has received a verbal offer for the lease of Bellinge Community House, the formal paperwork has not yet been issued. CSN is currently not approving long-term lettings while they await completion of the lease agreement. Meanwhile, WNC is conducting a local needs assessment to determine whether a family hub is required or if services should be delivered directly from the building. Cllr. Hays will chase the needs assessment with WNC. During the meeting, Rachel Clarke from Cre8 Change and Jo Morris from Semilong Community Exchange addressed the Council to present a joint funding application. The proposal is to operate a family hub at Bellinge Community House for the next six months, with each organisation running sessions two days per week.</p> <ul style="list-style-type: none"> • Semilong Community Exchange has requested £260.00 per week to cover rent, transport, food, refreshments, miscellaneous costs, and hall hire. • Cre8 Change has requested £220.00 per week to cover hall hire, refreshments, and miscellaneous costs. <p>Following extensive discussion, it was RESOLVED that the Parish Council will support both CICs for two days per week each, up to the end of the current financial year (25 weeks). Funding will be issued in two instalments: the first payment this week, and the second in January. The Clerk will formally notify both CICs, request bank details, and reconfirm the following reporting requirements:</p> <ul style="list-style-type: none"> • Monthly updates on attendance numbers and activities. • Information on any signposting to other service providers. • Copies of all receipts for expenses. <p>This arrangement will allow time for WNC to complete its needs assessment and for CSN to receive and sign the lease, clarifying the long-term future of Bellinge Community House</p>	Clerk SH
f	<p>Council considered the report on difficulties sourcing replacement pads for the LIFEPAK CR Plus defibrillators, which are now discontinued and costly. The recommendation was to replace them with Schiller Fred PA-1 units, compatible with EMAS and more cost-effective. It was RESOLVED the quotation from South Northants Responders for £1,710.00 plus VAT for two Schiller Fred PA-1 defibrillators be APPROVED. Purchase will be made from Section 137 funds if and when replacement is required following emergency use or pad expiry.</p>	Clerk
g	<p>It was RESOLVED that the quotation from Lynx Security for £341.00 plus VAT to replace failed camera 8, including estimated labour of two hours charged at £45.00 per 30 minutes be APPROVED. Costs to be taken from the CCTV earmarked reserves. GSM to arrange start date.</p>	GSM
h	<p>It was RESOLVED that the additional 11 hours of overtime in September (more than pre-approved 10 hours) for the clerk be APPROVED. Clerk to advised Small Business Payroll.</p>	Clerk
i	<p>It was RESOLVED that the quotation from Beach Marketing Ltd for £1600.00 plus VAT to undertake a full website audit be APPROVED. This audit will assess compliance with Assertion 10 of the Annual Governance Statement, including WCAG 2.2 AA accessibility standards, GDPR, and other statutory requirements. The resulting report will outline the necessary steps to achieve full compliance by January 2026. Clerk to advise Steve Bishop of Beach Marketing.</p>	Clerk

Item no		Action
118	<p>Other Matters</p> <p>a Location Change for November or December's Parish Council Meeting The Clerk informed the Council that Cllr. Patel confirmed <i>Jungle at Bips</i> can host both the November and December meetings. It was RESOLVED to hold the November meeting at <i>Jungle at Bips</i>, with the December meeting remaining at the Bernard Weston Pavilion. The Clerk will confirm this with Cllr. Patel</p> <p>b Laying of the Wreaths on Remembrance Sunday It was RESOLVED that Cllr. Marlow shall lay the wreath at the Great Billing War Memorial, and Cllr. Brett shall lay the wreath at the Little Billing War Memorial on behalf of Billing Parish Council.</p> <p>c Budget Meeting It was agreed that the Finance Working Group will meet on 10th November at 7.00pm to look through the draft budget for 2026/2027 as prepared by the clerk. Cllr. Rockall requested that the clerk send the draft to all councillors prior to the meeting.</p> <p>d Linear Park The Council discussed the potential transfer of Ecton Brook Linear Park and noted that previous requests to West Northamptonshire Council (WNC) for either a financial support package or completion of improvement works prior to transfer had been declined. Members agreed that the Parish Council would only consider taking ownership if such support was provided or the necessary works were completed in advance. The Clerk raised concern about a clause recently added to WNC's asset transfer documentation, which allows the Transferor to reclaim parts of the land for "infrastructure" on neighbouring sites. Despite repeated requests, WNC has not clarified what qualifies as "infrastructure," leaving the clause open to broad interpretation and creating uncertainty. No safeguards or timelines have been offered, raising the risk that the Parish Council could invest in improvements only for the land to be reclaimed shortly after. It was therefore RESOLVED not to pursue the transfer at this time, but for Cllr. Ward to work with the GSM to develop a plan of works, with any required funding to be considered for inclusion in the next financial year's budget.</p> <p>e The Council considered a request from Billing United Football Club to padlock the new goals to the boundary fence, as they do not fit within the originally agreed storage space. Concerns were raised that attaching the goals to the sports field or playground fencing would obstruct mowing, and the sports field boundary fences belong to neighbouring homeowners, so cannot be used. Placing the goals in the car park risks damage from vehicles, and Cllr. Brett advised that parked cars may prevent the club from accessing the fence to secure or retrieve the goals. The club does not have access to the Pavilion Compound due to the need to protect Parish Council equipment, limiting alternative storage options. The visual impact of leaving the goals out was also considered unsightly. It was RESOLVED that, as previously agreed, the goals must be stored in the designated area outside the fire exit doors. If this is not possible, the club will need to find alternative storage away from the pavilion. Clerk to write to Billing United Chairman.</p>	Clerk JM FB Clerk GSM SW
119	<p>Updates</p> <p>Clerk update</p> <p>The Clerk reported:</p> <ul style="list-style-type: none"> • She has attended the following meetings: - Catch Up with Mike Reader MP, Bellinge Community House with WNC, History of Billing Parish, Local Transport Plan with WNC, SLCC Branch AGM, NCALC Annual Conference and Cloudy IT. • Chasing new defibrillator pads for both Little Billing, Great Billing & Ecton Brook. • Reported numerous issues to WNC (Highways, Street Cleansing, Flytipping, Graffiti, Untaxed Vehicles & Trees) • Written two responses to planning application 	

Item no		Action
119	<p>Updates (continued)</p> <p>a</p> <ul style="list-style-type: none"> • Written to Bizzy bears regarding price increase • Paid RBL grant and written to them to advise • Contacted Highways regarding relocation of Bellinge noticeboard • Updated website with quarterly information and new IT policy • Contacted lighting suppliers to advise of decision made regarding lighting checks • Sent off new councillors Registers of Interest forms to WNC • Uploaded Northants Police car crime poster provided by Mike Harrison (PCSO) to social media • Contacted flower basket companies for quotes for 2026 lamppost baskets • Completed forecast for remainder of the year, and started budget for 2026/2027 <p>b Sporting Update The Clerk reported:</p> <ul style="list-style-type: none"> • Bernard Weston Pavilion and Cricket Pitch will be the home ground for Wellingborough Indians Cricket Club for teams three and four for 2026 cricket season (Saturdays from May to September in 2026). Contracts are in the process of being produced. <p>c Dog fouling at Carpenter Close Cllr.Hays advised that he has had no response from the neighbourhood team regarding installing camera for Carpenter Close – He will speak to the homeowner and see if the issue is still ongoing before continuing to chase.</p> <p>d Lakes at Cottage Gardens Following ongoing concerns from residents of Cottage Gardens regarding persistently low water levels in their shared lake, several important developments have taken place:</p> <ul style="list-style-type: none"> • DF Phipps has confirmed they are unaware of any existing pipe connecting the lake to the drainage ditch adjacent to The Leys, contrary to previous suggestions from residents. • A group of residents recently met with local MP Mike Reader to discuss the issue and explore potential avenues for support. This includes engagement with Anglian Water and the Environment Agency to investigate possible causes and identify viable solutions. • The landowner of the area between Cottage Gardens and Standing Stones has granted permission for access across his land, should a pipe diversion prove feasible. However, Anglian Water has advised that their infrastructure cannot be used due to flood risk concerns. They have recommended that residents liaise directly with the Environment Agency for further guidance. • A resident has suggested that a surface water pipe, previously believed to feed the lake, may have been redirected into the sewerage system—potentially contributing to the reduced water levels. <p>In response to this, the GSM reported that a local landowner is believed to have commissioned a GPS-based drainage map of the area. Understanding the drainage layout could be instrumental in verifying this claim and identifying practical solutions. It was RESOLVED that Cllr. Marlow will contact the landowner to request access to the drainage map, with the aim of gaining a clearer understanding of the area's water flow and exploring further remedial options</p>	JM
120	<p>Leisure & Recreation</p> <p>a GSM Update Paul Marks, Parish Green Space Manager reported:</p> <ul style="list-style-type: none"> • On going mowing, stimming and hedge cutting, tree work • Removal of a tree which had fallen across Billing Brook in Little Billing Pocket Park. • Bulb planting starts tomorrow 	

Item no		Action
120	<p><i>Leisure & Recreation (continued)</i></p> <p>b Little Billing Pocket Park Update None received</p> <p>c Ecton Brook Residents Group None received</p> <p>d Bellinge Residents Group None received</p>	
121	<p><i>Councillors Reports Not Covered Elsewhere</i></p> <p>a Cllr. Rockall advised Cllr. Hays that residents of Ecton Brook have told him that West Northants council contractors have advised that Ecton Brook Lake is not owned by West Northants Council. He advised that it was handed over by the Development Corporation to Northampton Borough Council in the 1970's/80s. The lake desperately needs dredging. Cllr. Hays will advise the relevant departments.</p>	SH
122	<p>Exclusion of the press and public – due to the confidential nature of the business to be transacted the press and public were excluded from the next items on the agenda:</p>	
123	<p>The Council RESOLVED the terms of the tender document for the redevelopment of Great Billing playground be APPROVED. It was further agreed that the document will be issued on Monday 27th October 2025, following the Clerk's return from annual leave.</p>	Clerk
124	<p>The Council RESOLVED the list of invitees as discussed be APPROVED. It was agreed that invitations will be sent out on Monday 27th October 2025, following the Clerk's return from annual leave, ensuring all relevant parties are informed and included.</p>	Clerk
125	<p>The Council RESOLVED to appoint Cllr. Chamberlin to open the received tender documents alongside the Clerk for the purpose of quotation evaluation. This will take place on Tuesday 6th January 2026.</p>	Clerk RC
126	<p>Staff Matters</p> <p>The conversation focused on the clerk performance over the past year and future objectives. Councillors noted that a couple of sections had been missed, including future training. It was agreed that this would be addressed and will be brought to the next meeting for further discussion.</p>	JM Clerk
127	<p><i>Date of Next Meeting and Closure</i></p> <p>There being no further business the meeting was closed at 9.36pm.</p> <p>The next meeting will be the held at 7.30 pm on Monday 10th November 2025 at Jungle at Bips, Ecton Brook Road, Ecton Brook, Northampton, NN3 5EN.</p>	