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| <b>Meeting Number</b>                        | 03/23-24  |
| <b>Date of Meeting:</b>                      | 21/6/23   |
| <b>Location:</b>                             | Village Hall  |
| <b>Purpose of Meeting:</b>                   | Parish Council Meeting  |
| <b>Minutes Prepared By:</b>                  | Sophie Cullinan   |
| <b>Date &amp; Location of Next Meetings:</b> | 19 July 2023 at the Village Hall                                  |
| <b>Attendees:</b>                            | S Brown; M Smith; F Perkins; K Motion; S Doolan; J Lemmy; S Sharp |
| <b>Copies to:</b>                            | Parish Councillors and NNC councillor                             |

| Item No     | Subject   |
|-------------|---|
| 03-23. 01   | <b><u>Public Forum</u></b><br>One member of the public present  |
| 03-23. 02   | <b><u>Apologies for absence</u></b><br>E Searle – reasons given and accepted<br>S Wilks – reasons given and accepted<br>T Towns – reasons given and accepted  |
| 03-23. 03   | <b><u>Declaration of interests</u></b><br>K Motion declared interest and abstained from comment re: planning item NE/23/00354/FUL.<br>F Perkins declared interest in agenda item 17 as lives in proximity to Village Hall |
| 03-23. 04   | <b><u>Police reports</u></b><br>none  |
| 03-23. 05   | <b><u>Approve minutes of previous meeting (02-23)</u></b><br>Proposed: S. Brown<br>Seconded: S. Sharp   |
| 03-23. 06   | <b><u>Matters arising</u></b><br>See Action Diary   |
| 03-23. 07 I | <b><u>Approve and sign off monthly accounts:</u></b><br><b><u>Protected Funds</u></b>   |
|             | Firework funds £3,402:00  |
|             | Swan Avenue footpath £1,660:00  |
|             | Bench fund £512.29  |
|             | Flood grant £1,354.60   |
|             | <b>TOTAL £ 6928.89</b>  |

**Income**

|            |                          |                |  |
|------------|--------------------------|----------------|--|
| Inv. 03-23 | Allotment rent           | £10.00         | <i>received as<br/>cash - to be<br/>paid into bank</i> |
| Inv. 02-23 | Allotment rent           | £20.00         |  |
| Inv. 04-23 | Cricket club meadow rent | £500.00        |  |
| AC         | AJ Mills permit          | £33.00         |  |
|            | <b>Total:</b>            | <b>£563.00</b> |  |

Expenditure

| <b>Chq<br/>Number</b>  |  | <b>Invoice</b>   | <b>VAT Content</b> |
|------------------------|--|------------------|--------------------|
| 447                    | BHIB Ltd (insurance)                     | £1,063.98        |                    |
| 448                    | Northants CALC (for training)            | £73.20           | £12.20             |
| 449                    | R & G (cemetery & churchyard mow)        | £513.60          | £85.60             |
| DD                     | YU Energy (inv. 01142667)                | £12.87           | £0.61              |
| DD                     | YU Energy (inv. 01142668)                | £88.17           | £4.20              |
| 450                    | School Playgroup money (PROTECTED FUNDS) | £1,042.13        |                    |
| 451                    | E Searle (repay for litter pick prizes)  | £35.00           |                    |
| 452                    | CPRE                                     | £60.00           |                    |
| <b><u>Clerking</u></b> |  |                  |                    |
|                        | <i>Clerk fee June 23</i>                 | £506.82          |                    |
|                        | <i>Tax refunded</i>                      | £149.00          |                    |
|                        | <i>stamps + postage</i>                  | £12.00           |                    |
|                        | <i>wireless mouse</i>                    | £9.89            |                    |
|                        | <i>Phone + Internet for June</i>         | £18.00           |                    |
| 453                    | S Cullinan                               | £695.71          |                    |
|                        | HMRC                                     | £0.00            |                    |
|                        | <b>Total:</b>                            | <b>£3,584.66</b> | <b>£102.61</b>     |

Proposed: S. Brown  
 Seconded: K. Motion

03-23. 08

**Planning****i New applications since last meeting****NE/23/00503/VAR**

Proposal: Variation of Condition 2 to allow for change of external material from render to stone, and Condition 4 to allow to obscure the proposed first floor windows to be relevant to the En-Suite only, pursuant to NE/22/01308/FUL. Two storey and single storey rear extension to existing dwelling.

Location: 14 Grafton Road Brigstock Kettering NN14 3EY

**NE/23/00533/LBC**

Proposal: Retrospective application for the construction of new garden walls and the reinstatement and repair of existing garden walls.

Location: Brigstock Manor Mill Lane Brigstock Kettering NN14 3HG

**NE/23/00532/FUL**

Proposal: Retrospective application for the construction of new garden walls and the reinstatement and repair of existing garden walls.

Location: Brigstock Manor Mill Lane Brigstock Kettering NN14 3HG

**NE/23/00354/FUL**

Proposal: Loft conversion with dormer window and installation of WC downstairs.

Location: 3 Stable Hill Brigstock Kettering NN14 3HN

**NE/23/00530/FUL**

Proposal: Replacement garage and studio. Comprising ground floor triple, workshop and storage. First floor yoga studio and art studio. Timber clad walls with flat roof and photovoltaic panels.

Location: The Water Tower Fermyn Woods Benefield Road Brigstock Kettering NN14 3JA

**NE/23/00555/VAR**

Proposal: Variation of condition 2 to allow for revised drawings and window glazing specification, pursuant to planning permission NE/22/00071/LBC Conversion of Mill building to 7 unit B&B accommodation; removal of existing rear extension and canopy to be replaced by two storey rear extension; changes to fenestration and erection of detached bin and bike store.

Location: Wallis Mill Old Dry Lane Brigstock Kettering NN14 3HY

**NE/23/00522/VAR**

Proposal : Variation of condition 2 to allow for revised drawings and window glazing specification, pursuant to planning permission NE/22/00070/FUL Conversion of Mill building to 7 unit B&B accommodation; removal of existing rear extension and canopy to be replaced by two storey rear extension; changes to fenestration and erection of detached bin and bike store.

Location: Wallis Mill Old Dry Lane Brigstock Kettering NN14 3HY

**NE/23/00525/LBC**

Proposal: The works will consist of repairing the damaged section of parapet as existing. This will involve cleaning the stone for re-use and reinstating as original. New stone is to be used ONLY where the original stone is unsuitable for re-use. Specified lime mortar mix to be used and all works to adhere to specification and in with Grade II listed consent.

Location: Bridge Over Harpers Brook Bridge Street Brigstock

**NE/23/00214/FUL**

Proposal: Rebuild and repair unsafe stone garden retaining wall (Retrospective)

Location: 8A Latham Street Brigstock Kettering NN14

**ii Decision notices since last meeting**

**NE/23/00314/TCA** – NNC no objection, work to be carried out within 2 years

**NE/22/00735/CND** – All approved except for Conditions: 4,5,6, 19, 20 not approved

03-23. 09

**Street lighting**

- i. Annual Lighting inspection: Clerk has reminded contractors, and supplied full inventory of lighting stock, and is awaiting quotation.

03-23. 10

**Mowing of Cemetery**

A response from contractors to several comments on the problems and resulting quality of mowing the verges and cemetery was discussed. Clerk to contact contractors to discuss their proposal and cost for how this can be improved, with cut frequency and timings. Clerk to request quotes separate quotes for verge and cemetery.

Ben Emery – agreed to cemetery – when can he start.

M Smith to research the cutting of ivy and of the hedge in churchyard.

03-23. 11

**Brigstock Kites Football Club**

M Smith reported on a productive meeting with all involved in use of the meadow for cricket and football upon which all were in agreement. It was agreed that one team from Brigstock Kites would use the meadow without rent payment for a year to assess suitability, this will be reviewed after a year and amount of rent agreed at that point. No matches to be played on site for the next three years. It was agreed that goal posts could be stored in the pavilion.

Toilets are available in Village Hall, with approval from the village hall committee.

An enquiry has been made by another team, outside of the village looking to use the meadow – we have a plan in place for current team and do not have the facilities to accommodate an additional team.

03-23. 12

**Brigstock Surgery**

Covered in Action Diary

- 03-23. 13      **Disabled parking bay at St Andrews Church**  
A request has been made to re-create a disabled parking bay outside St Andrews Church that previously existed. Currently bollards are used for specific church events such as weddings and funerals.  
The use of the Paddock for this purpose was discussed and questions arose regarding a previously proposed footpath between the paddock and the front of the church. Clerk to check on the status of the footpath.  
It was acknowledged that the paddock is a green space in the village and also a flood plain so could not be turned into a permanent car park, although as a temporary space in good weather it could be used to ease parking pressures. It may be possible to improve this space by using matting on the grass.  
It was noted that there is limited space for parking for residents around this location and that a designated space would reduce this permanent need. It was agreed that a designated disabled parking space would need to be applied for and issued via the Highways dept.
- 03-23. 14      **Lyveden Vault Yew Tree**  
A tree has partially fallen at the site of the Lyveden vault. Without knowing the depth of the root structure it is not clear how to tackle this. Clerk to contact tree specialist from local authority to advise.
- 03-23. 15      **Housing Survey**  
M Smith, as Chair of the Parish Council issued a statement on 11<sup>th</sup> June, in response to resident queries on the survey which has been initiated and distributed to the village from an unnamed external source not associated to the Brigstock Neighbourhood Plan.
- 03-23. 16      **Name of New Development**  
As 'Silver Hill' was the original name of the field – the Parish Council have requested that the development be named after this.
- 03-23. 17      **Village Hall parking issues**  
F Perkins raised issues of parking and restricted visibility due to hedge overhang, narrowing the road and making access around the Village Hall potentially dangerous. Inconsiderate parking in the Village Hall car park was also highlighted and the possibility of creating painted parking bays discuss, with the option of requesting double yellow line to be added on the street.  
It was noted that it is not the Village Hall but the parties who rent the space who are responsible for parking.  
K Motion to check the Village Hall Committee has any suggestions on improving parking.  
Clerk to identify and write to properties affecting passage.
- 03-23. 18      **Village Speed limit**  
S. Brown identified potential dangers of an increased number of children playing in the square and suggested that it would be prudent to lower the speed limit to 20mph the centre of the village. Clerk to write to Highways to see if they have suggestions for enforceable traffic calming and how incidences of dangerous driving in the village should be reported.
- 03-23. 19      **Additional public benches**  
S Brown highlighted a request for more frequent public seating around the village. It was noted that there are few areas where there is space for such seating to be installed. It was agreed to monitor the situation with regard to an additional bench already requested and to add to that if need still exists.
- 03-23. 20      **Hill Hill replacement bollards**  
See action diary
- 03-23. 21      **Potential of Grants available for electrical charging**  
The availability of potential grants available for the installation of electric car charging points was discussed. Highways have stated that they are investigating such charging points and it was agreed to not action this further at this point.

03-23. 22

**Risk Assessment**

Feedback from Finance Committee on the financial risk assessment which has been updated with no issues to report. Some actions created due to change of Clerk.

It was agreed that the finance committee can make recommendations only.

Limits for costings requiring a certain number of quotes to be put on the agenda for the next meeting.

03-23. 23

**Correspondence**

K Motion requested that the PC makes a response to Tom Pursglove's response regarding potholes as it doesn't address the true dangers. It was suggested that other villages affected could combine in response. Clerk to draft a response. -

Reporting pavements. To Fix my street.

S Brown to put post on Facebook to remind people to complain on Fix my Street.

03-23. 24

**AOB**

- i. Car damage on Stable Hill 21/6/23 due to large timber lorry driving. CLERK contact
- ii. Co-option of new councillor – Clerk to send details to councillors for next steps.
- iii. Light on Bridge Street. Clerk to remind contractor

Date of next meeting 7.30pm 19<sup>th</sup> July 2023