

<b>Meeting Number</b>	14-22
<b>Date of Meeting:</b>	16 <sup>th</sup> March 2022
<b>Location:</b>	Village Hall Meeting Room
<b>Purpose of Meeting:</b>	Parish Council routine meeting
<b>Minutes Prepared By:</b>	Nigel Searle
<b>Date &amp; Location of Next Meetings:</b>	20 <sup>th</sup> April 2022
<b>Attendees:</b>	M Smith (Chair), S Brown, S Sharp, E Searle, S Doolan, K Motion, S Wilks, J Lemmy
<b>Copies to:</b>	All Parish councillors plus NNC Councillor

**It was agreed that an extra item Ukraine should be added to the agenda.  
This will be discussed after planning and be minute 14-22.008a**

**14-22.001 Public Forum**

5 Members of the public present

There were comments on two planning applications which are dealt with in section 14-22.008

Concern was expressed as to the condition of the verges resulting in mud being spread over Village sign and planters. Clerk to investigate  
**ACTION**

It was reported that the next village newsletter would be going out on the 27<sup>th</sup> May 2022

Concern was expressed regarding the condition of the tree planted in the memory of Heather Bailey. It was suggested it should be replanted as part of the Jubilee celebrations.

**14-22.002 Apologies for absence**

T Towns F Perkins sent their apologies which were accepted (Reason Given)

**14-22.003 Declaration of interests**

S Sharp declared an interest in the Grafton Road Development

**14-22.004 Police report**

No police officer present.

At the previous meeting the clerk was asked to obtain contact details and photographs of our local officers. There is a delay in this information coming forward. It is being chased.

Chair attended Strategic Town & Parish Forum the police they were continuing with their priorities as per the JAG meeting

ES attended PC a ZOOM meeting with Commissioner and Chief Constable

**14-22.005 Approve Minutes of previous meetings**

Minutes of meeting 13/22 were approved as a true record of the meeting and signed by the chair. Proposed ES seconded SB unanimous those present.

**14-22.006 Matters arising**

See action diary attached

15-21.013ii Emergency plan. Meeting held on the 15<sup>th</sup> March and it was decided that the format would be based on the current community support system and will include lists of people with skills and equipment to help in an emergency.

04-21.009ii Flooding. Section 19 report still not received SW to Chase  
**ACTION**

**14-22.007 Approve and sign off monthly accounts**

14-22.007i **Income**

NCALC	£299.99
VAT refund (Nationwide Reserves A/C)	<u>£139.47</u>
	<b>£439.46</b>

14-22.007ii **Expenditure**

		<b>VAT Content</b>
350	Cancelled	£0.00
351	ZETA	£215.00
352	CPRE	£36.00
353	R&G	£84.67
354	N Searle	£614.66
	Phone & internet	£35.00
	Printer ink	£54.99
	Postage	£15.36
	Meadow lock	£11.00
	<b>£116.35</b>	
	<b>5</b>	<b>£10.99</b>
355	K&M Lighting	£42.00
356	St Andrews PCC	£500.00
DD	YU Energy	£6.13
357	Village Hall Meeting room rent	£163.00
		<b>£3,608.72</b>
		<b>£358.79</b>

**SALIX Loan outstanding £2,100:00** (one payment left to clear loan)

14-22.007iii The Clerk was authorised to pay these accounts

14-22.007iiii **Protected Funds**

Firework funds (Holding £1,200:00 for PTA)	£3,522.30
Swan Avenue footpath	£1,660:00
Noticeboard Grant	£254.40
VE day grant	£350:00
Flood grant	£1,765:00
Holding for School ex playgroup	£1,042.13
<b>TOTAL</b>	<b>£8,593.43</b>

Accounts now closed due to year end. External audit requirements and AGAR documents not yet received

**14-22.008**

**Planning**

14-22.008i

*New applications since last meeting*

- **Application NE/22/00217/FUL** Proposal : Two storey front extension, two storey side extension. Single storey side extensions and erection of detached triple garage (revised submission to NE/21/00536/FUL) Location: Brakehill Family Farm Grafton Road Brigstock Kettering NN14 3NB **No Objection**
- **Application NE/22/00140/FUL** Proposal : 2 No. one and a half storey fronted cottage style, detached dwelling houses. Location: 39 Old Dry Lane Brigstock Kettering NN14 **No Objection**
- **Application NE/22/00114/FUL - 00147/LBC** Proposal : Renovation of and extension of existing derelict barns, part to be use as part of existing dwelling and part as self contained annex for family use only Location: 1 Lyveden Road Brigstock Kettering NN14 3HE **No Objection**

- **Pre application information on Grafton Road development.** The documents provided were reviewed and there were no negative comments. Response to NNC will be given when application validated and formally received by the PC for consultee response.
- Complaints received that there is construction work in the Manor grounds. As this is a Grade II\* building in a conservation area with an article 4 directive planning consent should have been sought. Clerk to inform NNC Enforcement **ACTION**

13-22.008ii

*Previous applications update*

14 - 22 March 2022

[www.brigstockcouncil.org.uk](http://www.brigstockcouncil.org.uk)

[e-mail brigstockcouncil@aol.com](mailto:e-mail_brigstockcouncil@aol.com)

NE/22/00140/FUL 6 Old Dry Lane Granted

**13-22.008a****Ukraine**

It was thought there is very little the parish council could do at present. The NNC liaison representative contact details have been requested so that if an Ukraine refugee is placed in the village we can be made aware and offer any support we can.

**14-22.009****Assets of community value**

There has been an introduction to the project meeting and software training given. The parish have received a grant of £299:99 to help towards the cost of the project.

Clerk has circulated a draft document to councillors listing the details to be mapped, feedback poor.

Project to be concluded by the end of March

**14-22.010****Flood monitoring system**

Mr Leacroft updated the parish council on the monitoring systems he had been investigating but none meet the requirements. There are other products coming on stream which look promising.

**14-22.011****Maintenance**

A price for inspecting the bridge from village hall car park was estimated at £200:00. This was thought excessive KM will arrange to look at the structure and report back. **ACTION**

A price to replace the meadow fence on Bridge Street has been received £2,649:52 inc. VAT To be included in maintenance plan

**14-22.012****Litter pick for 2022**

Litter picking equipment ordered from NNC to be collected on the 22nd April.

Posters being created by school children to be judged by Art Group on the 25<sup>th</sup> March and prizes awarded before the Easter break.

**14-22.013****Street Lighting (Permanent agenda item)**

The issue of the power failure to two lights on Sudborough Road is being address by Weston Power with ground works currently being undertaken.

SOLAR light for Bells Close ordered. This is to be delivered direct to our contractor who on receipt will install a new column and the light.

**14-22.014****Queens Jubilee**

There will be a meeting of jubilee committee on the 24<sup>th</sup> March. An application for road closure on Hall Hill sent to NNC no response to date.

There had been a request to replace the tree on Park Walk which was planted in memory of Heather Bailey. The clerk had responded to the e-mail that this should be on the agenda for the 24<sup>th</sup> meeting.

**14-22.015****School parking area**

SW in discussion with school. There may be a requirement to remove a tree. SW will deal with the application should it be required.

**14-22.016****Parish Trees**

Inspection of parish trees has been arranged for 21<sup>st</sup> March

**14-22.017****Correspondence**

- Pension regulator requiring a declaration (every three years)
- Scottish power wants to attend the next PC meeting. Responded with an invite to April meeting.
- Sara Barnwell regarding Village names on Grafton and Benefield Road.
- Tom Pursglove/Baroness Vere of Norbiton. Received response regarding issue with Goods Vehicles Licences. Not helpful, will respond
- Update on enforcement activities in village from Sue Scott

**14-22.018****AOB**

14-22.018i

**GDPR** All 2017 e-mails received will be destroyed. Contact details of visitors to PC meetings will be destroyed after one month

14-22.018ii

It was agreed that £25:00 could be spent on a leaflet dispenser to hold village information brochures to be located on the Church Walk noticeboard

14-22.018iii

Clerk to enquire if Grace Homes intend to install street lighting on the Stanion Road development **ACTION**

14-22.018iiii

It was reported that there had been a burst of graffiti on the camp buildings

14-22.018v

Concern expressed that trees have been cut down at 3 Bridge Street without planning permission and not cleared from the Harpers Brook overflow. **ACTION**

14-22.019

**Date of next meeting**

Date of next meeting 20<sup>th</sup> April 2022 *(Note the annual parish meeting will precede this meeting starting at 7pm)*

**2022 Meeting Dates**

January	19 <sup>th</sup>
February	16 <sup>th</sup>
March	16 <sup>th</sup>
April	20 <sup>th</sup> Parish Meeting
May	18 <sup>th</sup> Parish Council AGM
June	15 <sup>th</sup>
July	20 <sup>th</sup>
August	No Meeting

**War Memorial Tidy Rota 2022**

Month	Organisation	Contact
January 2022	Men's Club	Terry Beckett
February 2022	Parish Council	Margaret Smith
March 2022	URC	Sheila Smith
April 2022	St Andrew Church	Phil Parrish
May 2022	Parish Council	Margaret Smith
June 2022	Village Hall	Steph Beckett
July 2022	Cricket Club	Pete Burdett
August 2022	WI	Lesley French
September 2022	Historical	Sally Wilks
October 2022	Knit and Natter	Glenda Stephen
November 2022	Ladies Leisure	Sharon Eldred
December 2022	Kurling Group	Judith Beeby

## Action Diary

Ref	Completed Actions		Resp	Due by
04-21.014	<p><b>Five year plan</b> There are several maintenance issues which need to be planned for in the short and longer term. Draft copy of the plan to be circulated for discussion and review at the June meeting.</p> <p><b>ACTION</b></p>	<p><b>May</b> Circulated to councillors on the 25/05/21</p> <p><b>June</b> MS to put a group together to draft plan</p> <p><b>Sept</b> Progressing</p> <p><b>Nov</b> Needs to include cemetery maintenances</p> <p><b>Jan 22</b> Meeting to arranged to finalise draft. Agenda Feb meeting</p> <p><b>Feb</b> Meeting arranged 2<sup>nd</sup> Feb MS/NS</p>	Clerk	16/06/2021
13-22.006i	<p>Make a request to highways to replace the wooden handrails on Church Street as they are starting to rot. <b>ACTION</b></p>	<p><b>Feb</b> Reported to Highways 24/02/22 ref 3340516</p> <p><b>Mar</b> Job closed no action at present</p>	Clerk	20/03/2022
13-22.006iii	<p>Trees. The quotation£550:00 plus VAT from Brampton Valley Arb Consultancy was accepted. Clerk to place order.</p> <p><b>ACTION</b></p>	<p><b>Feb</b> Order placed on 23/02/22</p>	Clerk	20/03/2022
06-21.023iiii	<p>Complaints have been received from Harpers Court residents that the trees on church land are causing excessive light reduction in their flats. Clerk will write to PCC on receipt of specific details</p>	<p><b>Oct</b> Meeting had been organised by church and a price is being sought for removal of trees.</p> <p><b>Nov</b> Details not yet received</p> <p>Removed from Diary until details received</p>	Clerk	20/10/2021

Ref	Outstanding Actions		Resp	Due by
15-21.013ii	SW to put together a simple emergency plan with effective communication structure See 13-203021iii <b>ACTION</b>	<b>June</b> Initial meeting taken place. Follow on meeting to be arranged. <b>Sept</b> Progressing <b>Oct</b> progressing <b>Nov</b> Progressing <b>May</b> Meeting held on 16 <sup>th</sup> to develop direction	SW	17/02/2021
02-21.017	There has been a 3 <sup>rd</sup> accident (this one serious) in the past 6 months regarding residents having to walk on the road in Stable Hill due to parking inconsiderately. The water running down the road caused a very slippery surface. Clerk to contact the authorities to get a resolution. <b>ACTION</b>	<b>May 21</b> Reported to Fix My Street and had meeting with Sarah Barnwell <b>June</b> Received a note from highways stating they would undertake a repair within 28 days. <b>Aug</b> Report received that Highways had closed job. Got in touch with W Brackenbury who has confirmed it is still ongoing <b>Sept</b> No action to date <b>Nov</b> Contacted highways who are now looking into it. <b>Jan 22</b> Chased Sarah Barnwell	Clerk	19/05/2021
04-21.009ii	A group comprising of SW, FP, MM formed to report on how the flooding grant should be spent. <b>ACTION</b>	<b>June</b> This will be assessed in the group looking at emergency planning <b>Sept</b> Not progressed at present <b>Nov</b> Waiting for section 19 report <b>2022 Mar</b> Section 16 report still not received SW to Chase	SW, FP, MM  SW	16/06/2021
04-21.009iii	02-21.017 Due to the issues with parking in Stable Hill the clerk to ask Highways if the path can be widened. <b>ACTION</b>	<b>May</b> e-mailed Sarah Barnwell for update and copied W. Brackenbury <b>June</b> NS to chased <b>JULY</b> Thought not possible but no firm decision <b>Nov</b> NS to case Sara Barnwell again <b>2022 Mar</b> still no definitive response	Clerk	16/06/2021
13-22.004	<u>Police report</u> Clerk to put local police officer details on the noticeboard <b>ACTION</b>	<b>2022 Feb</b> Sent e-mail to police for photos 24/02/22 <b>Mar</b> None available at present	Clerk	20/03/2022



13-22.006ii	Get a price to rebuild the stone wall by the meadow gates. <b>ACTION</b>	<b>Feb</b> E-mailed J Croker for price 24/02/22	Clerk	20/03/2022
13-22.006iii	The grit bin outside the vault has been removed clerk to establish who <b>ACTION</b>	<b>Feb</b> Chased highways for response 14/02/22 & 24/02/22	Clerk	20/03/2022
13-22.006v	5 Year business plan. Add to March Agenda	<b>Mar</b> To be added to agenda on receipt of the Tree survey.	Clerk	20/03/2022
13-22.010	<u>Street furniture</u> A request has been made for a seat on Station Road, as some of the elderly find it a tiring walk from the village to Bells Close/Swan Avenue. This was agreed in principle. Clerk to investigate grant funding. <b>ACTION</b>	<b>Mar</b> Waiting responses for available grants	Clerk	20/03/2022
13-22.019i	Issues reported to clerk regarding CCTV on the Swan Avenue MK12 link. Clerk to establish its legality. <b>ACTION</b>	<b>Feb</b> Clerk e-mailed householder Response from House Holder <b>Feb</b> response received	Clerk	20/03/2022
13-22.019ii	Clerk to contact NNC regarding no village name sign on Grafton Road or Benefield Road. <b>ACTION</b>	<b>2022 Feb</b> Reported to Highways 24/02/2022 ref 3340313 <b>Mar</b> Response received no decision	Clerk	20/03/2022
13-22.019iii	Issues regarding Longhurst not responding to maintenance request fence on Church Walk <b>ACTION</b>	<b>Jan</b> E-mailed Longhurst 5/01/22 and 15/02/22 no response. <b>Feb</b> Response received on 20/02/22 <b>Mar</b> Chased Longhurst again <b>Mar</b> Order issued for its repair no date	Clerk	20/03/2022

Ref	New Actions		Resp	Due by
14-22.001	Concern was expressed as to the condition of the verges resulting in mud being spread over Village sign and planters. Clerk to investigate <b>ACTION</b>		Clerk	20/04/2022
04-21.009ii	Flooding. Section 19 report still not received SW to Chase <b>ACTION</b>		SW	20/04/2022
14-22.018iii	Clerk to enquire if Grace Homes intend to install street lighting on the Stanion Road development <b>ACTION</b>		Clerk	20/04/2022
14-22.018v	Concern expressed that trees have been cut down at 3 Bridge Street without planning permission and not cleared from the Harpers Brook overflow. <b>ACTION</b>		Clerk	20/04/2022