

BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

**MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 pm
ON MONDAY 20th APRIL 2009,
IN THE PLAYING FIELD PAVILION, GREAT BILLING**

PRESENT Councillor S. P. Rockall (Chairman)
Councillors Mrs D. Nichol, Mrs S. Shaw, M. S. Clasper,
R. Clements, P. Gable, D. Hughes, J. Marlow,
P. Stevenson, Rev. S. Palmer,

Also Present: Mrs. S. Harris (Clerk to the Council)
C. Campling (Green Space Manager)
Three electors.

		Action
119	Apologies	
119.1	Apologies were received and accepted from Cllrs. Mrs E Palethorpe (family illness), M. Pearson and Fr. Damien Walne (both of whom were unable to attend due to clash of commitments caused by PC meeting being held a week later than usual due to Easter). Apologies were also received from Cllrs. C. Malpas, K. Davies and D. Palethorpe (all attending NBC meeting).	
120	Minutes	
120.1	The Minutes of the Parish Council Meeting held on Monday 9 th March 2009 were approved and signed as a true record.	
121	Declarations of Interest	
121.1	The following declarations of interest were made by members: Cllr S. Rockall – Item 9 (2) on the agenda. Cllr R. Clements – Planning Application N/2008/0042.	
122	Public Forum	
122.1	Mrs Knight reported that Little Billing Residents Association had held a meeting on 1 st April at which the Constitution was agreed and that they were planning to hold a 'Big Lunch' on 19 th July, hopefully on the village green at Little Billing. The idea is to bring the community together.	
123	Ongoing Matters	
123.1	Little Billing Village Signs. These are now in the correct place and have had the crests added.	

		Action
123	Ongoing Matters (Continued)	
123.2	Little Billing Village Green. Mr Keith Bonham reported he had made contact again just before Easter and was told approval was expected the second week in May.	
123.3	Burial Grounds. Acknowledgement of letter to Simone Wade had been received. Cllr J. Marlow had had meeting with Solicitor who was hopeful of successful outcome. Held over to next meeting.	
123.4	Website. Nothing to report.	
124	Finance	
124.1	The accounts for payment had been circulated and it was RESOLVED that payment be made as per the following.	
	N.C.C. – GSM Pension (February)	451.43
	E.ON – Street Lighting Maintenance	300.38
	Eason Electrical – Wire & install sockets Pavilion	101.20
	Council to Protect Rural England – Subscription	29.00
	Small Business Payroll – Salaries March	3,000.00
	ESPO – New 3-seat bench	288.65
	British Telecom – Telephone Pavilion	89.30
	J E Matthews – Railings & Safety Gate Playground	892.40
	M E Jeyes – Renovation Gt Billing War Memorial	977.50
	British Telecom – Broadband Pavilion	109.13
	Covey Nurseries – 6 Trees for The Leys	153.00
	Watco UK Ltd – Floor Paint for Pavilion	152.38
	N.C.C. – GSM Pension (March)	451.43
	Anglian Water – Water Rates March	10.14
	D F Phipps – Repair water leak The Leys	368.00
	Nu-Cam – Repair to CCTV system	150.65
	C. Campling – Top up £500 account	296.28
	NCALC – Annual Subs, Internal audit fee, LCR Subs	1,624.24
	BTCV – Liability Insurance (LB Pocket Park)	244.50
	Eason Electrical – Repair of fluorescent light fitting	48.30
	E.ON – Street lighting costs	365.41
	Small Business Payroll – Salaries April	3,000.00
124.2	The Clerk reported that the Year End Accounts to 31.03.09 were now with the Internal Auditor. A copy of schedules showing Balances and Bank Reconciliation (see Appendix I) and Summary Receipts & Payments (see Appendix II) as at the year end had been circulated to all Councillors. It was RESOLVED that these be approved.	

		Action
126	<i>Other Matters (Continued)</i>	
126.1	<p>(Cont..)</p> <ul style="list-style-type: none"> • Cllr Clements is to arrange for remote back-up of computers used by the Clerk and the GSM thus negating the need for fireproof boxes. • It was agreed that more work needs to be done with regard to lone working by the GSM. Cllrs Gable and Stephenson are to liaise with Chris Campling on this, including the possibility of using a pager. To be discussed further at next meeting. 	<p>RC</p> <p>GSM/PG/PS</p>
126.2	<p>A request had been received from PC Richard Jewell for funding to provide a fifth bicycle for SCT Ecton Brook and Billing. RESOLVED that this be approved subject to receiving an official written quotation and assurance from the Police that this would have similar sign writing to the original bicycle purchased by the Council and be used within the parish. The Clerk is to contact PC Jewell.</p>	<p>Clerk</p>
126.3	<p>A request had been received from the W.I asking for the provision of additional chairs and 8 small coffee/card tables. The GSM is to contact them to ask them to provide quotations for consideration at the next meeting.</p>	<p>GSM</p>
126.4	<p>A request had been received from Little Billing Residents Association requesting funding to cover the cost of a meeting held at the church in Little Billing. This had been asked for in the form of a donation to the church and it was RESOLVED that the Parish Council would donate £25 on their behalf as a Section 137 payment.</p>	<p>Clerk</p>
126.5	<p>Review of Parish Bulletin. Cllr Clasper had produced a report regarding costings for changing the layout of the bulletin to accommodate advertising (see Appendix IV). It was felt that the bulletin in its present form was a quality publication and it was RESOLVED that it should remain the same.</p>	
126.6	<p>Councillor Vacancy – Ecton Brook Ward. The Clerk reported that due to the required notice being received by the Returning Officer at NBC an election would now be held at the same time as the European and County Council elections on Thursday 4th June 2009. She had been advised by Ross Thompson of NBC that the likely cost to the Parish Council would be in the region of £2,000. Four parishioners had expressed an interest in this vacancy and it was known that at least two of them had registered their interest with the Returning Officer.</p>	

		Action
127	<i>Leisure & Recreation</i>	
127.1	The GSM had produced an excellent report. Unfortunately due to the amount of photographs it had proved too big for some of the member's email in-boxes. RESOLVED that this should be put onto the website. The GSM is to produce a similar report to go onto the website each month and a copy without photographs to be distributed with the agenda.	GSM
127.2	The Chairman reported that an email had been received from a parishioner congratulating the Council on the beautiful condition of The Leys and Church Walk, Great Billing.	
127.3	Green Space, Ashmead, Little Billing. Nothing to report. Held over to next meeting	
127.4	Great Billing Pocket Park. Not a lot to report other than a Wednesday morning tidy up had taken place and more volunteers would be welcomed.	
127.5	Little Billing Pocket Park. Cllr Clasper reported that the Pocket Park had been awarded a grant of a little under £4,000 from NBC. Unfortunately Ruth Rolls is moving from the area and it could be August before she is replaced. There is a lot of work that needs to be done before the autumn and it is hoped to hold a first meeting for volunteers within the next four weeks. Cllr Mrs Sue Shaw is to provide contact name for Payback who have already done some work at Bellinge Community House.	SS
127.6	The GSM reported that NBC had once again mowed the land designated for LB Pocket Park decimating the autumn sowings which cost the Council around £200. He had emailed a complaint to Dave Kearns at NBC reiterating that this was Parish Council owned land but had so far received no reply. RESOLVED that a letter be sent to his superior. The Clerk to liaise with the GSM regarding this.	Clerk/ GSM
127.7	The three quotations received for repainting of the Council owned street lights were considered. RESOLVED that the job be awarded to Colin Robinson at a cost of £1,265. GSM to advise and liaise with Mr. Robinson.	GSM
127.8	Break-in at Pavilion. The Police had reported they had viewed the CCTV footage but could not identify the culprits. Fingerprints had been obtained but were not on record and will remain on file. Investigations are continuing. The doors were badly damaged and need replacing and quotations had been received for UVPC door and windows with a shutter over for just under £2,000. The insurance company had asked for a quotation for a 'like-for-like'	

		Action
127 127.9	<i>Leisure & Recreation (Continued)</i> (Cont..) replacement and this has been sent to them. The Clerk is to contact them for an update. RESOLVED that shutter costing £899 be ordered from Stanair. Confirmation had been received from NBC that planning permission was not required for this change of door.	Clerk GSM
127.10	Pavilion – Replacement of kitchen. Two quotations had been received for this work, one of which included knocking a door through to what is now the GSM's workshop/office and a third one is to be obtained. Held over to next meeting.	
128 128.1	<i>N.C.A.L.C.</i> Cllr D. Hughes said that as from next month he will be submitting a written report. He had attended the last meeting of NCALC and had met the new Training & Development Officer, Kate Houlihan. She has had several years of experience acting as Clerk to Little Harrowden Parish Council and as Deputy Clerk at Wootton & East Hunsbury Parish Council. He also reported that despite the move to Litchborough NCALC are still 'in the black'.	
129 129.1	<i>Councillors Reports</i> Cllr. R. Clements asked to present a petition from Little Billing residents regarding a play area. He was asked to pass all details to the Clerk so that this item could be put on the agenda for next month's meeting.	RC
129.2	Cllr. Steven Palmer reported that St. Andrews school would be holding Fun Days on 21st to 23rd July which is at the start of the school holidays. Also that Flower Festivals will be held at both All Saints Church, Little Billing and St. Andrew's Church, Great Billing on 27 th and 28 th June. He was asked to pass all details to Cllr. Clements so that these can be advertised on the website.	SP/RC
129.3	Cllr. M. Clasper reported that the litter pick in the four wards of the parish on 21 st March was extremely successful. Thanks were expressed to the landlord of the Ecton Brook pub for storing the rubbish collected in Ecton Brook over the weekend until it was collected. It is hoped to arrange further litter picks possibly in July and again in November.	

		Action
130 130.1	<i>Closure and Dates of next Meetings</i> There being no further business the meeting was closed at 9.55 pm. Dates of next meetings: Annual Parish Meeting – Monday 11 th May 2009 at 7.00 pm Annual Parish Council Meeting – Monday 11 th May 2009 at 7.30 pm	

Signed.....
 Chairman

Date.....

APPENDIX 1

Balances and Bank Reconciliation

Billing Parish Council

Summary of Bank and Cash Balances
As at 31st March 2009

Current Account	£10,274.25
Deposit Account	7.72
30/90 day Accounts	£65,000.00
Petty Cash	
Total Cashbook balance	£75,281.97
Total cash and at bank	£75,281.97
Balance as per Bank Statement	£10,404.45
Less unrepresented cheques:	
2387 Eason Electrical	101.20 -
2388 C.P.R.E.	29.00 -
	<hr/>
	£10,274.25

APPENDIX II

BILLING PARISH COUNCIL
Summary Receipts and Payment Account for the year ended 31st March 2009

2008		2009
£	<u>Receipts</u>	£
107,990	Precept	121,114
	Grants	3,000
1,281	Playing Field/Pavilion	3,845
217	Miscellaneous	
4,696	Other Receipts: Bank Interest	2,286
	Sale of Assets	50
<u>4,309</u>	VAT	<u>6,587</u>
118,493	Total Receipts	136,882
	<u>Payments</u>	
52,755	General Administration	67,728
400	S137 Payments	725
10,340	Loans/Capital Spending	10,340
	Election Expenses	
2,142	Lighting – Costs	1,532
1,888	Lighting – Repairs	784
6,770	Capital Expenditure	8,752
650	Professional & Legal fees, etc.	1,657
501	Training & Conferences/Seminars	1,127
1,728	Repairs to PC owned property	861
812	Newsletter	975
300	S19LG(MP)A 1976 – Grants	987
2,815	Insurance	2,941
157	Subscriptions	1,473
19,197	Other Payments (incl. Bellinge Community House)	21,535
<u>4,309</u>	VAT	<u>5,328</u>
104,764	Total Payments	126,743
	<u>Receipts & Payments Summary</u>	
51,414	Balance brought forward at 1 st April	65,143
<u>118,493</u>	Add Total Receipts	<u>136,882</u>
169,907		202,025
<u>104,794</u>	Less Total Payments	<u>126,743</u>
65,143	Balance Carried Forward at 31 st March	75,282
	These Cumulative funds are represented by:	
6,963	Current Account at Nat West Bank, Northampton	10,404
8	Reserve Account at Nat West Bank, Northampton	8
60,000	30 & 90 day Loan Accounts at N'pton Borough Council	65,000
<u>(1,827)</u>	Unpresented Cheques	<u>(130)</u>
65,143		75,282

Appendix III

Report of Meeting to review Standing Orders, Financial Regulations, Risk Management, Internal Controls, Internal Audit and Insurance.

The Chairman, Clerk, Liz Palethorpe and Sue Shaw met on Monday 16th March 2009 to review the above. The following recommendations were made:

Standing Orders:

- 13 (j) The words 'cheque book stub' be changed to 'voucher' as with the new system now in place this is what is signed by the two signatories.
- 16 (g) To amend the wording to read 'To appoint a sub-committee or working party'.
- 16 (h) To amend the wording to read 'To refer a matter to a sub-committee or working party'.
- 32 To amend the figure of £50 to an increased amount of £100.
- 48 To add two further items under 'Planning Applications' as follows:
- The Parish Council delegates power to the Clerk to respond to non-contentious Planning Applications received between meetings provided that no observations or objections are made by Councillors within seven days of all details being emailed to them.
 - Where a Planning Application is received that cannot be dealt with between meetings, if required due to timing, the Clerk will write to the Planning Department asking for an extension of the twenty-one day deadline so that it may be discussed in detail at the next Parish Council Meeting.

Financial Controls and Regulations

After review it was felt that no amendments were necessary.

Risk Assessment and Management (Financial)

David Linnell, the Internal Auditor, had asked for work to be done with regard to the Risk Assessment, which he said needed expansion to include lone working by the Clerk and the GSM, the Pavilion and the regular documented inspection of the play equipment. The working party recommended that an appendix be added to the above-mentioned document and a copy of this can be found at the end of this report.

Insurance

Our insurance policy is due for renewal on 1st June and the intention is to obtain at least three alternative quotations before this date. It is unclear when the last review was done and it was decided to review each item on the policy to ensure that cover was

adequate and to ascertain if there were other items that should be covered. The following recommendations and comments were made:

1. The External Auditors had expressed concern that the Fidelity Guarantee figure was not high enough at £100,000. Recommend that this be increased to £200,000.
2. The Pavilion is insured at present for £275,399. Steve has today checked rebuild costs and this figure would appear to be adequate.
3. Street Furniture. At present this is insured for £21,322. I have today checked with our present insurers and this covers all items that the Parish Council own, i.e. bus shelters, street lighting, benches, rubbish bins etc. Apparently when the policy was taken out in July 1990 a figure of £10,000 was put onto the policy document but BPC did not specify any individual items. This figure has, of course, been indexed linked and increased each year to its present amount. It has been suggested that we do an inventory and valuation so that every item we require cover for is specified. At the moment the Little Billing bus shelter is covered by Littlethorpe's warranty but the one on the Great Billing shelter has now run out.
4. The CCTV is insured for a figure of £12,127.50 which was considered adequate.
5. The War Memorials are only covered for £1,068. It was felt that this figure was inadequate should a vehicle crash into it. Chris asked Matthew Jeyes, who is currently renovating the memorials, for a rough estimate of what rebuild costs would be and he has suggested £9,000 and £6,000.
6. Playground Equipment at Great Billing. Total insurance cover for this is £9,600. I have checked with Wicksteed with regard to replacement values and have sent them photographs of all equipment so that this can be done.
7. Office Contents – Clerk's house. This is covered for £491. Apart from paperwork and documents I only have the laptop and a printer here that belong to BPC. I have today checked my own insurance – I am covered for the equipment and for up to £500 on deeds and documents so it may possibly be worth taking this out of the Council insurance.
8. Pavilion contents are covered for £6,600 which was felt to be adequate.
9. Mowers and similar equipment. This has not been covered at all. Particularly now that Chris has the new mower the working party felt that such items should be covered. Chris is to let me have a list of what items he feels should be covered by insurance and he and I are meeting to put values on individual items.
10. Following on from the above it was recommended that the Clerk should obtain a fireproof box in which to store all back up CD's.

Suggested Appendix to Risk Assessment and Management (Financial)

Risk Identified	Management of Risk	Staff Action	Frequency
Play Equipment – Great Billing.	Insured by BPC. Weekly visible inspection by Green Space Manager. Maintenance and annual inspection performed by Wicksteed Ltd.	GSM Diary	Weekly Annual
Pavilion – Great Billing	Insured by BPC. Fire extinguishers checked on regular basis by GSM and annual inspection performed by Smiths Fire. Health and safety procedures in place. All fire exits kept clear at all times and all hirers made aware of procedures. Noted in contracts. PAT testing performed on an annual basis by Eason Electrical.	Diary GSM Clerk Diary	Annual As and when Annual
Personnel: Lone working by Green Space Manager	Has office and workshop within the Pavilion, Great Billing. Risk Assessment performed by JS Consultants. Pavilion occupied each morning and two afternoons per week by pre-school group. Parish Council provide mobile phone – Chairman and Councillors contactable at all times. All training kept up to date.	Diary	As and when
Lone working by Clerk	Works in home environment. Husband, Chairman and Councillors contactable at all times. Risk assessment performed on home office by JS Consultants.		

APPENDIX IV

Report by Cllr. Michael Clasper – Parish Bulletin

I am attaching costings for changing the pagination of the Parish Bulletin to accommodate advertising and also for producing an A5 20-page Residents' Information Booklet, which would include useful information, telephone numbers, details of Churches and Schools within the Parish etc., and would be paid for by advertising. Based on 35% editorial and 65% advertising, we would need to charge for the advertising as follows in order to cover our costs:

Full Page (all advertisements in full colour): £145.00
Half Page: £75.00
Quarter Page: £40.00

Design and artwork for the advertisers (if required) would be charged at:

Full Page: £60.00
Half Page: £40.00
Quarter Page: £30.00

To produce artwork from a client's visual would be:

Full Page: £30.00
Half Page: £20.00
Quarter Page: £15.00

As far as the A4 format is concerned I feel we would have to charge for advertisements at the following rates to cover any additional costs:

Full Page: £180.00
Half Page: £95.00
Quarter Page: £50.00

Advertisement design and production would be charged at the same rate as the A5 booklet.

As you know we have, in the past, received perhaps five or six advertisement enquiries. To produce the A5 booklet we would need to sell thirteen pages of advertising. This could be a very time consuming and uncertain exercise – and certainly one which I could not undertake due to the present constraints on my time.

These prices are from our present supplier and I shall obtain two alternative print prices.