



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 12TH FEBRUARY 2018
AT THE BERNARD WESTON PAVILION, GREAT BILLING**

PRESENT Councillor J. Marlow (Chairman)
Councillors D. Brede, P. Henesey, D. Nash, M. Pearson, S. Rockall

Also Present: Mrs. S. Harris (Clerk to the Council)
P. Marks (Green Space Manager)
Cllr. A. Kilbride (NCC & NBC)
Damian Lang (Highway Warden)
Alan Johnson (Billing United F.C) and C. Rockall (Part)
Four Parishioners

		Action
13	Apologies	
13.1	Apologies were received and accepted from Cllrs. Mrs Chaggar (family commitment), Mrs Worthington (ill) and Cllrs. Burbidge and Clements (previous engagements). Apologies were also received from Lorraine Wright (Neighbourhood Warden). Belated apologies were received from Cllr. Nickerson and Michelle Aveyard (BCH).	
14	Minutes	
14.1	The Minutes of the Parish Council Meeting held on Monday 8 th January 2018 (Folio Nos. 001/2018 – 004/2018) were approved and signed as a true record.	
15	Declarations of Interest	
15.1	Cllr. Rockall declared a personal non-pecuniary interest in Item 8 (2) on the agenda as his son is a Manager of one of the football teams under discussion.	
16	Public Forum	
16.1	Cllr. Andy Kilbride reported: <ul style="list-style-type: none"> ➤ Travellers' caravans in the car park adjacent to Ecton Brook School. A court order was obtained and the site vacated. A lot of rubbish was left which has now been removed. An articulated lorry parked overnight in the same area was being dealt with. ➤ The outside door to flats in Ecton Brook was being propped open and residents had been visited. ➤ The fallen tree in the brook at Little Billing was being removed by NBC. ➤ He had managed to resolve the problem of the dangerous tree situated on 'no-man's land' in Bramley Grove and this will be removed this week. ➤ A defibrillator will be installed outside BCH shortly. 	

		Action
16	<i>Public Forum (Continued)</i>	
16.2	Cllr. Pearson advised that there were two further fallen trees on NBC land near to Little Billing Pocket Park, one of which is obstructing the footpath. Cllr. Kilbride will investigate.	AK
16.3	Cllr. Kilbride was thanked for all his assistance within the Parish, which was very much appreciated.	
16.4	Mr. Stevenson said that it would appear that litter picking within the parish was at present only being performed by volunteers as NBC contractors only did this when grass cutting was being performed. He asked if an appeal for additional volunteers could be made in the forthcoming newsletter.	
17	<i>Billing United Football Club</i>	
17.1	Due to several people attending the meeting specifically to discuss this it was agreed to move the item forward on the agenda.	
17.2	The increasing problem regarding adult footballers urinating against fences and at the side of the pitch was discussed at length. It was emphasised that managers must make all players aware at every match that this will not be tolerated under any circumstances and that the toilets situated at the side of the pavilion must be used. RESOLVED that one person be appointed at the beginning of each match to ensure this is complied with. The situation will be monitored and reviewed. Should this problem not be resolved the senior teams could be banned from using the playing fields.	
17.3	Alan Johnson, Chairman of Billing United said the other big problem was the increased amount of dog waste on the playing fields not being picked up by irresponsible dog owners. The Parish Council were working hard to alleviate this problem and would continue to monitor the situation. It may be that a 'dogs on leads only' rule may have to be enforced.	
18	<i>Reports from Outside Agencies</i>	
18.1	Damian Lang, Parish Highway Warden reported: <ul style="list-style-type: none"> ➤ The tree branch overhanging the path at Ecton Brook has been reported. ➤ Litter bins within the parish are becoming very full. ➤ He has again reported the problem with mushy leaves throughout the parish but so far nothing has been done. 	
19	<i>Planning</i>	
19.1	N/2018/0013 – 6 Riverwell, Ecton Brook – Ground and first floor extension and conversion to habitable room. No comments or objections.	
19.2	The following determination had been received from NBC: N/2018/0015 – 10 Penfold Gardens, Great Billing – Chestnut (T1) – all round reduction to take weight off and removal of deadwood. Fell 1 x Willow. APPROVED.	

		Action																																																												
20	Finance																																																													
20.1	The list of Accounts for Approval for Payment had been circulated to all members. RESOLVED that payment be made as per the following:																																																													
	<table border="1"> <thead> <tr> <th></th> <th><u>Power of Expenditure</u></th> <th><u>Inc. VAT</u></th> </tr> </thead> <tbody> <tr> <td>Small Business Payroll (Salaries & Monthly Fee – Jan)</td> <td>LGA1972s112</td> <td>3,700.00</td> </tr> <tr> <td>Monks Park WMC – Vintage Red Telephone Box</td> <td>LGA1972s111</td> <td>300.00</td> </tr> <tr> <td>D F Phipps (6 months Grass cutting/Spraying/Strimming)</td> <td>OSA1906s9/10</td> <td>4,184.40</td> </tr> <tr> <td>D F Phipps (2 x Plaques and plinths)</td> <td>OSA1906s9/10</td> <td>172.80</td> </tr> <tr> <td>Smiths Fire (Annual service/recharges)</td> <td>LGA1972s111</td> <td>91.62</td> </tr> <tr> <td>E.ON (Street Lighting Costs – Qtr to end Dec)</td> <td>PCA 1957s3</td> <td>1,057.52</td> </tr> <tr> <td>Unicom (Telephone – Pavilion (Dec)</td> <td>LGA1972s133</td> <td>22.66</td> </tr> <tr> <td>Treeworx (Cutting/Clearing fallen Larch tree – GBPP)</td> <td>OSA1906s9/10</td> <td>540.00</td> </tr> <tr> <td>NCC (GSM – Chris – Final Pension contributions – Jan)</td> <td>LGA1972s112</td> <td>278.18</td> </tr> <tr> <td>Small Business Payroll (Jan Account deficit due to new GSM)</td> <td>LGA1972s112</td> <td>1,045.05</td> </tr> <tr> <td>Wilson Browne (Final Inv – Fees acquisition Bellinge Field)</td> <td>OSA1906s9/10</td> <td>760.00</td> </tr> <tr> <td>Wellingborough Norse (Waste collections Pavilion – Jan)</td> <td>LGA1972s111</td> <td>83.91</td> </tr> <tr> <td>NEST (GSM – Paul -Pension Contributions – Jan)</td> <td>LGA1972s112</td> <td>226.59</td> </tr> <tr> <td>Barclaycard Commercial (Jan Credit Card statement)</td> <td>LGA1972s111</td> <td>654.20</td> </tr> <tr> <td>O2 (GSM Mobile – Airtime - Jan statement)</td> <td>LGA1972s133</td> <td>10.51</td> </tr> <tr> <td>Minster Cleaning (Pavilion Cleaning – Jan)</td> <td>LGA1972s111</td> <td>289.91</td> </tr> <tr> <td>BACA (Black Sacks/3prs Nitrile Gloves/3prs Hide Gloves)</td> <td>LGA1972s111</td> <td>62.63</td> </tr> <tr> <td>D F Phipps (2 x Plaques and Plinths)</td> <td>OSA1906s9/10</td> <td>172.80</td> </tr> <tr> <td>D F Phipps (Assist dismantle/removal red telephone box)</td> <td>LGA1972s111</td> <td>210.00</td> </tr> </tbody> </table>		<u>Power of Expenditure</u>	<u>Inc. VAT</u>	Small Business Payroll (Salaries & Monthly Fee – Jan)	LGA1972s112	3,700.00	Monks Park WMC – Vintage Red Telephone Box	LGA1972s111	300.00	D F Phipps (6 months Grass cutting/Spraying/Strimming)	OSA1906s9/10	4,184.40	D F Phipps (2 x Plaques and plinths)	OSA1906s9/10	172.80	Smiths Fire (Annual service/recharges)	LGA1972s111	91.62	E.ON (Street Lighting Costs – Qtr to end Dec)	PCA 1957s3	1,057.52	Unicom (Telephone – Pavilion (Dec)	LGA1972s133	22.66	Treeworx (Cutting/Clearing fallen Larch tree – GBPP)	OSA1906s9/10	540.00	NCC (GSM – Chris – Final Pension contributions – Jan)	LGA1972s112	278.18	Small Business Payroll (Jan Account deficit due to new GSM)	LGA1972s112	1,045.05	Wilson Browne (Final Inv – Fees acquisition Bellinge Field)	OSA1906s9/10	760.00	Wellingborough Norse (Waste collections Pavilion – Jan)	LGA1972s111	83.91	NEST (GSM – Paul -Pension Contributions – Jan)	LGA1972s112	226.59	Barclaycard Commercial (Jan Credit Card statement)	LGA1972s111	654.20	O2 (GSM Mobile – Airtime - Jan statement)	LGA1972s133	10.51	Minster Cleaning (Pavilion Cleaning – Jan)	LGA1972s111	289.91	BACA (Black Sacks/3prs Nitrile Gloves/3prs Hide Gloves)	LGA1972s111	62.63	D F Phipps (2 x Plaques and Plinths)	OSA1906s9/10	172.80	D F Phipps (Assist dismantle/removal red telephone box)	LGA1972s111	210.00	
	<u>Power of Expenditure</u>	<u>Inc. VAT</u>																																																												
Small Business Payroll (Salaries & Monthly Fee – Jan)	LGA1972s112	3,700.00																																																												
Monks Park WMC – Vintage Red Telephone Box	LGA1972s111	300.00																																																												
D F Phipps (6 months Grass cutting/Spraying/Strimming)	OSA1906s9/10	4,184.40																																																												
D F Phipps (2 x Plaques and plinths)	OSA1906s9/10	172.80																																																												
Smiths Fire (Annual service/recharges)	LGA1972s111	91.62																																																												
E.ON (Street Lighting Costs – Qtr to end Dec)	PCA 1957s3	1,057.52																																																												
Unicom (Telephone – Pavilion (Dec)	LGA1972s133	22.66																																																												
Treeworx (Cutting/Clearing fallen Larch tree – GBPP)	OSA1906s9/10	540.00																																																												
NCC (GSM – Chris – Final Pension contributions – Jan)	LGA1972s112	278.18																																																												
Small Business Payroll (Jan Account deficit due to new GSM)	LGA1972s112	1,045.05																																																												
Wilson Browne (Final Inv – Fees acquisition Bellinge Field)	OSA1906s9/10	760.00																																																												
Wellingborough Norse (Waste collections Pavilion – Jan)	LGA1972s111	83.91																																																												
NEST (GSM – Paul -Pension Contributions – Jan)	LGA1972s112	226.59																																																												
Barclaycard Commercial (Jan Credit Card statement)	LGA1972s111	654.20																																																												
O2 (GSM Mobile – Airtime - Jan statement)	LGA1972s133	10.51																																																												
Minster Cleaning (Pavilion Cleaning – Jan)	LGA1972s111	289.91																																																												
BACA (Black Sacks/3prs Nitrile Gloves/3prs Hide Gloves)	LGA1972s111	62.63																																																												
D F Phipps (2 x Plaques and Plinths)	OSA1906s9/10	172.80																																																												
D F Phipps (Assist dismantle/removal red telephone box)	LGA1972s111	210.00																																																												
20.2	A copy of the schedule showing Income and Expenditure compared to budget together with a statement of reconciled bank balances, for the period to 31.01.18 had been circulated to all members. RESOLVED this be approved.																																																													
21	Other Matters																																																													
21.1	A copy of the Minutes from the Objectives Meeting held on 22 nd January 2018 had been circulated to all members. The Chairman said he would be pleased to receive offers of assistance from any members who felt they could help with achieving objectives contained therein.	ALL																																																												
21.2	Bellinge Field. A meeting was arranged for 4.00pm on Monday 19 th January 2018 at the pavilion office to discuss the way forward for this newly acquired land.	ALL																																																												
21.3	GB War Memorial. The Clerk had located funding that may be available for the renovation of the war memorial with a closing date for applications of 31 st March. The GSM is to power-wash the area and quotations need to be obtained for work required.	GSM/ JM/SR																																																												
21.4	RESOLVED that a new Social Media policy (see Appendix I) be approved and adopted.																																																													
22	Updates																																																													
22.1	Street Lighting. The Clerk confirmed that an order had been placed with Aylesbury Mains and it was anticipated that work would commence on the updating of the parish owned street lights towards the end of March. There are 91 lamps (which																																																													

		Action
22	<i>Updates (Continued)</i>	
22.1	include the two in Station Mews that the council have agreed to assume responsibility for), five of which do not need replacing. Of the remaining 86 lamps, 9 will require replacement lanterns at a cost of £320 each and 77 will have conversion kits fitted at a cost of £110 each, making a final total of £11,350 excluding VAT. The only additional cost should be for replacement signs denoting the lamp number where these are missing. The maintenance contract with E.ON has been cancelled with effect from 31 st March 2018.	
23	<i>Leisure & Recreation</i>	
23.1	<p>The GSM reported:</p> <ul style="list-style-type: none"> ➤ The problem with dog waste has improved immensely in Great Billing. Luminescent signs have been put up and 'poo' sprayed with chalk paint. Unfortunately one of the signs put up in Little Billing was ripped down and thrown in the water but he had retrieved it and fixed it higher up. ➤ A house adjacent to Bellinge Field had had a new fence installed and the old wood left in the field. Action will be taken should this not be removed. ➤ He is constructing a fruit picking arch in the pocket park. 	
23.2	<p>The following report had been received from Michael Clasper:</p> <p>"There was a volunteering session at Little Billing Pocket park on Saturday 10th February from 10.00 am to 12 noon. Five volunteers continued to clear the area adjoining the orchard of brambles and scrub. Litter and fly-tipped rubbish was cleared and a new donated Birch tree was planted. The next session will take place on Saturday 10th March".</p>	
24	<i>Councillors Reports Not Covered Elsewhere</i>	
24.1	<p>Cllr. Nash reported:</p> <ul style="list-style-type: none"> ➤ Project ABC is now coming to an end. This has gone from strength to strength and Michelle is looking for further funding. ➤ The Deers Leap football team is top of the league. ➤ The GSM has made a wormery to go alongside the bug hotel, which has been warmly received. 	
24.2	<p>Cllr. Ward reported:</p> <ul style="list-style-type: none"> ➤ The block paving at the rear of Bipin Brook and St. Andrews School has still not been repaired. ➤ An inordinate amount of rubbish is being dumped at the rear of St. Andrews School. ➤ Ecton Brook is still experiencing problems with people sleeping rough. Those camping by the lake have moved on, but only further down near to the A45. 	
24.3	<p>Cllr. Henesey said he was digging out and planting a semi-circular area near to the shops at Ecton Brook and thanked the GSM for his assistance with this.</p>	

		Action
24	<i>Councillors Reports Not Covered Elsewhere (Continued)</i>	
24.4	Cllr. Rockall said he felt that the GSM should now be booked onto a chainsaw course, as was previously agreed. RESOLVED the GSM should look into courses available and book himself a place at the next available.	GSM
24.5	The Clerk asked that any articles for the Easter newsletter be forwarded to her in the next two weeks.	ALL
25	<i>Date of Next Meeting and Closure</i>	
25.1	There being no further business the meeting was closed at 8.55 pm. Dates of Next Meetings: Bellinge Field – 4.00 pm Monday 19 th February 2018 at the pavilion office. PC Meeting – 7.30 pm Monday 12 th March 2018 at the Bernard Weston Pavilion.	



Billing Parish Council

Social Media Policy

The aim of this policy is to set out a Code of Practice to provide guidance to Billing Parish Councillors, Parish Council staff and others who engage with the Parish Council using social media. This policy sits alongside relevant existing policies which need to be taken into consideration. In the main, Parish Councillors and Parish Council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences. This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Facebook, LinkedIn and other social networking sites
- Twitter and other micro blogging sites
- You Tube and other video clip and podcast sites
- Blogs and discussion forums

Social media does not replace existing forms of communication. The current Code of Conduct applies to social media activity in the same way it does to other written or verbal communication. Individual Parish Councillors and Parish Council employees are responsible for what they post in a Parish Council capacity. Social media may be used to:

- Distribute Parish Council agendas, post minutes and dates of meetings
- Advertise Parish Council events and activities
- Announce new information from the Parish Council
- Promote links to news on the BPC website
- Advertise Parish Council vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Post or share information from other Parish Council-related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the Clerk and all other Parish Councillors

Code of Practice

- When using social media Parish Councillors and Parish Council staff must be mindful of the information they post in a Parish Council capacity and keep the tone of any comments respectful and informative. Parish Councillors views posted in any capacity in advance of matters to be debated by the Parish Council at a Council or committee meeting may constitute pre-disposition, pre-determination or bias and may require the individual to

declare an interest at Council meetings. Anyone with concerns regarding content placed on social media that denigrates Parish Councillors, Parish Council staff or residents should report them to the Clerk of the Parish Council. Online content should be accurate, objective, balanced and informative. Parish Councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as that of the Parish Council
- present themselves in a way that might cause embarrassment to the Parish Council
- post content that is contrary to the democratic decisions of the Parish Council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish the email address of any other Parish Councillor without their written permission
- publish photographs or videos of minors without parental permission
- post any information that infringes the copyright of others
- post any information that may be deemed libellous
- post online activity that constitutes bullying or harassment
- bring the Parish Council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence
- publish untrue statements about a person which is damaging to their reputation as doing so is libellous and can result in a court action and a fine for damages
- post copyrighted images or text on social media as it is an offence to do so. Breach of copyright will result in an award of damages against you.
- publish personal data of individuals without permission as this is a breach of Data Protection legislation and is an offence.
- publish obscene material as it is a criminal offence and is subject to a custodial sentence.

Misuse of social media content that is contrary to this and other policies could result in action being taken. This policy will be reviewed annually.

Signed: *John A. Marlow* (Chairman)

Date: 12th February 2018