



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 MARCH 2018
AT THE BERNARD WESTON PAVILION, GREAT BILLING**

PRESENT Councillor J. Marlow (Chairman)
Councillors D. Brede, Rev. R. Burbidge, Mrs. G. K. Chaggar, J. Clements,
P. Henesey, D. Nash, N. Nickason, M. Pearson, S. Rockall,
Mrs. C. Worthington

Also Present: Mrs. S. Harris (Clerk to the Council)
P. Marks (Green Space Manager)
Damian Lang (Highway Warden)
Lorraine Wright (NBC Neighbourhood Warden)
Three Parishioners

		Action
26	<i>Apologies</i>	
26.1	Apologies were received and accepted from Cllr. Ward (work commitment) and from Cllr. Kilbride (NBC & NCC) and Cllr. Malpas (NBC) due to full council meeting. Apologies were also received from Michelle Aveyard (Bellinge Community House) and Liz Newerby (NBC Neighbourhood Warden for Ecton Brook).	
27	<i>Minutes</i>	
27.1	The Minutes of the Parish Council Meeting held on Monday 12 th February 2018 (Folio Nos. 005/2018 – 011/2018) were approved and signed as a true record with one slight amendment – Cllr. Nickason's name had been mis-spelt and was duly amended.	
28	<i>Declarations of Interest</i>	
28.1	None were declared.	
29	<i>Public Forum</i>	
29.1	None of the parishioners present wished to speak.	
30	<i>Reports from Outside Agencies.</i>	
30.1	Lorraine Wright (Neighbourhood Warden for Bellinge, Great and Little Billing) reported: <ul style="list-style-type: none"> ➤ Repairs are need in the Courts and she is attempting to find out who are the landlords. ➤ There are waste collection notices to be enforced. ➤ Dog Fouling – she and Sarah will be patrolling early in the morning and in the evenings in an attempt to catch offenders. ➤ Flyers for the circus had been removed as they did not have permission. 	

		Action
30	<i>Reports from Outside Agencies (Continued)</i>	
30.2	Cllr. Rockall asked if there was a particular reason why there were different Neighbourhood Wardens for Ecton Brook and the remainder of the parish, as it would appear far more logical for one person to cover the whole area. RESOLVED the Clerk would write to Peter Hackett to ask if this change could be made.	Clerk
30.3	Damian Lang, Parish Highway Warden, reported: <ul style="list-style-type: none"> ➤ Removal of the fallen tree in Pennycress Place is still awaited. ➤ A lot of potholes throughout the parish have been reported, as have full litter bins that have not been emptied. 	
30.4	In her absence Michelle Aveyard had forwarded the following report: <ul style="list-style-type: none"> ➤ Billing Fayre. She has contacted three organisations with regard to donkeys but transport of the animals would appear to be the problem. She has advised Paul of possible contacts for stalls. ➤ We have entered Bellinge in Bloom again this year. ➤ Project ABC. The official project has now come to an end but five of the seven activities are continuing. ➤ The litter pick went well and it would appear that social media has had an impact. Cllr. Kilbride has some photographs that will go on the website (subject to permissions). ➤ The Sewing Group is going to the NEC and has five new members. ➤ All courses are doing well and there will be a Health & Safety in the Workplace accredited training course on 5th April. ➤ The defibrillator for Bellinge is being ordered this week and the outdoor lights have finally arrived. 	
31	<i>Planning</i>	
31.1	<p>N/2018/0174 – Oldways, 7 Elwes Way, Great Billing - T1 Apple; Crown reduce to previous points and crown clean removing all dead, diseased, dying, crossing, rubbing and duplicate branches.T2 Acer; Reduce to viable growth points beyond the edge of the grass. G2 3no Hazel; Coppice. T3 Cherry; Remove 3 lowest branches. Crown thin branch endings and crown reduce by approximately 0.75 metres laterally pruning to suitable growth points to retain the flowing lines of the canopy.</p> <p>N/2018/0025 – 25 Sheerwater Drive, Ecton Brook – Two storey side extension and garage conversion. Create two new parking spaces to front of property.</p> <p>There were no comments or objections to either of the above.</p>	
31.2	<p>The following determinations had been received from NBC:</p> <p>N/2018/0174 – Oldways, 7 Elwes Way, Great Billing - T1 Apple; Crown reduce to previous points and crown clean removing all dead, diseased, dying, crossing, rubbing and duplicate branches.T2 Acer; Reduce to viable growth points beyond the edge of the grass. G2 3no Hazel; Coppice. T3 Cherry; Remove 3 lowest branches. Crown thin branch endings and crown reduce by approximately 0.75 metres laterally pruning to suitable growth points to retain the flowing lines of the canopy.</p> <p>APPROVED.</p> <p>N/2018/0222 – 35 High Street, Great Billing – Remove overhanging branches and self set sapling. APPROVED.</p>	

		Action																																																			
31	Planning (Continued)																																																				
31.2	<p>Determinations received (Cont..)</p> <p>N/2018/0013 – 6 Riverwell, Ecton Brook – Ground and first floor side extension and conversion of garage to habitable room. APPROVED.</p> <p>N/2018/0230 – 24 Penfold Lane, Great Billing – 1 Cedar; Prune all overhanging branches back to viable growth points as close to the boundary as possible. APPROVED</p>																																																				
32	Finance																																																				
32.1	<p>The list of Accounts for Approval for Payment had been circulated to all members. RESOLVED that payment be made as per the following:</p> <table border="1" data-bbox="284 689 1294 1249"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Power of Expenditure</u></th> <th style="text-align: center;"><u>Inc. VAT</u></th> </tr> </thead> <tbody> <tr> <td>Unicom (Telephone – Jan/Broadband – 6 weeks – Pavilion)</td> <td>LGA1972s133</td> <td style="text-align: right;">62.64</td> </tr> <tr> <td>Wave (Anglian Business) (Water Rates – Pavilion)</td> <td>LGA1972s111</td> <td style="text-align: right;">49.04</td> </tr> <tr> <td>Small Business Payroll (Salaries & Monthly Fee – Feb)</td> <td>LGA1972s112</td> <td style="text-align: right;">3,700.00</td> </tr> <tr> <td>Small Business Payroll (Feb Account deficit)</td> <td>LGA1972s112</td> <td style="text-align: right;">228.89</td> </tr> <tr> <td>Moulton College (Chainsaw Course – GSM)</td> <td>LGA1972s111</td> <td style="text-align: right;">825.00</td> </tr> <tr> <td>Wooden Supplies (Gravel Boards for church path)</td> <td>LGA1972s111</td> <td style="text-align: right;">80.16</td> </tr> <tr> <td>Yambo (Changeover/annual charge hosting and maintenance of Website and emails)</td> <td>LGA1972s111</td> <td style="text-align: right;">600.00</td> </tr> <tr> <td>Paul Marks (Reimbursement payment for fuel for truck)</td> <td>LGA1972s133</td> <td style="text-align: right;">71.01</td> </tr> <tr> <td>NEST (GSM Pension Contributions – Feb)</td> <td>LGA1972s112</td> <td style="text-align: right;">226.59</td> </tr> <tr> <td>Barclaycard Commercial (Feb Credit Card statement)</td> <td>LGA1972s111</td> <td style="text-align: right;">180.23</td> </tr> <tr> <td>O2 (GSM Mobile – Airtime – Feb statement)</td> <td>LGA1972s133</td> <td style="text-align: right;">50.12</td> </tr> <tr> <td>Wellingborough Norse (Waste collections Pavilion – Feb)</td> <td>LGA1972s111</td> <td style="text-align: right;">83.91</td> </tr> <tr> <td>Garden Machines (Boots/Gloves/Trousers – chainsaw use)</td> <td>LGA1972s111</td> <td style="text-align: right;">320.40</td> </tr> <tr> <td>Minster Cleaning (Pavilion Cleaning – Feb)</td> <td>LGA1972s111</td> <td style="text-align: right;">289.91</td> </tr> <tr> <td>Tony Rowen (Editing of Easter newsletter)</td> <td>LGA1972s142</td> <td style="text-align: right;">175.00</td> </tr> <tr> <td>British Gas (Electricity – Pavilion – Nov/Feb)</td> <td>LGA1972s111</td> <td style="text-align: right;">640.63</td> </tr> </tbody> </table>		<u>Power of Expenditure</u>	<u>Inc. VAT</u>	Unicom (Telephone – Jan/Broadband – 6 weeks – Pavilion)	LGA1972s133	62.64	Wave (Anglian Business) (Water Rates – Pavilion)	LGA1972s111	49.04	Small Business Payroll (Salaries & Monthly Fee – Feb)	LGA1972s112	3,700.00	Small Business Payroll (Feb Account deficit)	LGA1972s112	228.89	Moulton College (Chainsaw Course – GSM)	LGA1972s111	825.00	Wooden Supplies (Gravel Boards for church path)	LGA1972s111	80.16	Yambo (Changeover/annual charge hosting and maintenance of Website and emails)	LGA1972s111	600.00	Paul Marks (Reimbursement payment for fuel for truck)	LGA1972s133	71.01	NEST (GSM Pension Contributions – Feb)	LGA1972s112	226.59	Barclaycard Commercial (Feb Credit Card statement)	LGA1972s111	180.23	O2 (GSM Mobile – Airtime – Feb statement)	LGA1972s133	50.12	Wellingborough Norse (Waste collections Pavilion – Feb)	LGA1972s111	83.91	Garden Machines (Boots/Gloves/Trousers – chainsaw use)	LGA1972s111	320.40	Minster Cleaning (Pavilion Cleaning – Feb)	LGA1972s111	289.91	Tony Rowen (Editing of Easter newsletter)	LGA1972s142	175.00	British Gas (Electricity – Pavilion – Nov/Feb)	LGA1972s111	640.63	
	<u>Power of Expenditure</u>	<u>Inc. VAT</u>																																																			
Unicom (Telephone – Jan/Broadband – 6 weeks – Pavilion)	LGA1972s133	62.64																																																			
Wave (Anglian Business) (Water Rates – Pavilion)	LGA1972s111	49.04																																																			
Small Business Payroll (Salaries & Monthly Fee – Feb)	LGA1972s112	3,700.00																																																			
Small Business Payroll (Feb Account deficit)	LGA1972s112	228.89																																																			
Moulton College (Chainsaw Course – GSM)	LGA1972s111	825.00																																																			
Wooden Supplies (Gravel Boards for church path)	LGA1972s111	80.16																																																			
Yambo (Changeover/annual charge hosting and maintenance of Website and emails)	LGA1972s111	600.00																																																			
Paul Marks (Reimbursement payment for fuel for truck)	LGA1972s133	71.01																																																			
NEST (GSM Pension Contributions – Feb)	LGA1972s112	226.59																																																			
Barclaycard Commercial (Feb Credit Card statement)	LGA1972s111	180.23																																																			
O2 (GSM Mobile – Airtime – Feb statement)	LGA1972s133	50.12																																																			
Wellingborough Norse (Waste collections Pavilion – Feb)	LGA1972s111	83.91																																																			
Garden Machines (Boots/Gloves/Trousers – chainsaw use)	LGA1972s111	320.40																																																			
Minster Cleaning (Pavilion Cleaning – Feb)	LGA1972s111	289.91																																																			
Tony Rowen (Editing of Easter newsletter)	LGA1972s142	175.00																																																			
British Gas (Electricity – Pavilion – Nov/Feb)	LGA1972s111	640.63																																																			
32.2	A copy of the schedule showing Income and Expenditure compared to budget together with a statement of reconciled bank balances, for the period to 28.02.18 had been circulated to all members. RESOLVED this be approved.																																																				
32.3	RESOLVED that a spending limit of £400 be made available for funding for Billing Annual Fayre which is to be held on Saturday 30th June 2018.																																																				
32.4	RESOLVED that once again an additional annual funding of £2,000 be made to Bellinge Community House.																																																				
32.5	RESOLVED the Internal Audit and Financial Control Review for 2018 as checked by the Chairman and Vice-Chairman (see Appendix I) be approved and this was duly signed by the Chairman.																																																				
33	Other Matters																																																				
33.1	<p>Bellinge Field. Quotations had been received for the mowing of Bellinge Field. RESOLVED that D F Phipps be given a 5-year contract to undertake this (proposed by Cllr. Rockall, seconded by Cllr. Pearson and unanimously agreed) based on their quotation dated 12th March. A tree surgeon known to Cllr. Rockall had kindly offered to walk the field and would give a verbal indication of any immediate work that was required.</p>																																																				

		Action
33	<i>Other Matters (Continued)</i>	
33.2	War Memorial. Several contractors had visited Great Billing war memorial to assess work required but unfortunately no further quotations had been received so far. However it was felt that sufficient work could be carried out by the Parish Council to ensure that the area was tidy and looked good prior to the centenary celebrations in November. It is hoped to locate large poppies to be placed on lamp posts.	
34	<i>Leisure and Recreation</i>	
34.1	The GSM reported that everything was going well apart from some vandalism in Great Billing Pocket Park. Fortunately he had been able to repair the damaged benches and he had re-planted the uprooted tree. His next big project will be Bellinge Field, which he is looking forward to immensely.	
34.2	Little Billing Pocket Park. The following report had been received from Michael Clasper: "As it was very wet underfoot all the participants at the Little Billing Pocket Park volunteering session on 10th March concentrated on the Parish-wide Litter Pick. Seven volunteers collected an impressive array of fly-tipped rubbish from bicycle and exercise bike frames, to rusty corrugated iron roofing and sodden fabrics, together with the usual litter and glass and plastic bottles. The next volunteering sessions are scheduled for Saturdays 7th and 21st April".	
35	<i>Councillors Reports Not Covered Elsewhere</i>	
35.1	Cllr. Nash said that the litter pick in Bellinge was very successful and he thanked all the volunteers. He believed social media had had a big impact.	
35.2	Cllr. Mrs Chaggar asked what had happened to the litter bin by the bus stop in Bellinge, which appeared to have been removed. The Parish Council understood that this had been taken away by NBC because bags of rubbish were being left by the side of it. The Chairman is to speak to Cllr. Kilbride in the hope of getting further information and possible reinstalment.	JM
35.3	Cllr. Pearson said he had received comments saying how much better the area in front of Pearce's Leatherworks looked since all the rubbish had been removed.	
35.4	Cllr. Henesey asked if some of the remaining funds awarded to Ecton Brook Community Group could be made available. He was advised that a cheque could be raised if a bank account had now been opened; alternatively a pro-forma invoice would need to be produced. Cllr. Mrs Worthington kindly offered to obtain plants from her wholesalers if Cllr. Henesey so wished.	
35.5	Cllr. Nickason said he would like to record his thanks to the workmen who were out in terrible weather following the loss of gas in Little Billing. However it would appear that no further work had been carried out in the last two or three days.	

		Action
<p>35 35.6</p>	<p><i>Councillors Reports Not Covered Elsewhere (Continued)</i> Cllr. Rockall reported:</p> <ul style="list-style-type: none"> ➤ There is still some rubbish to be collected from Ecton Brook – Lorraine to arrange. ➤ He struggled with the bag openers at the litter pick. Agreed that new ones were required and these should be purchased. ➤ The Elwes Arms had agreed that fundraising should continue once the target had been reached for the Whizz Kids and that these funds would be used to install a defibrillator within the public house. ➤ Several of the councillors had attended the presentation regarding plans for the former care home in Ecton Brook. Unfortunately this was held in Ecton village. The plans are that the existing building will be demolished and a new two-storey 60-bed care home built. He said he believed the Parish Council should support this application when it was made. The Clerk said she had been in conversation with the company involved and had arranged with them for an A4 flyer regarding this to be delivered to all homes within Ecton Brook with the newsletter. 	<p>LW GSM</p>
<p>36 36.1</p>	<p><i>Date of Next Meeting and Closure</i> There being no further business the meeting was closed at 8.35 pm Next PC Meeting: 7.30 pm on Monday 9th April 2018 at the Bernard Weston Pavilion.</p>	



BILLING PARISH COUNCIL

Established 1894

Serving Belling, Ecton Brook, Great Billing and Little Billing

Review of the effectiveness of Internal Audit – 2018

Internal Control	Evidence of Achievement
Bookkeeping	<ul style="list-style-type: none"> • Cashbook is maintained and up to date • Cashbook maintained on Excel spread sheet and totals regularly checked • Cashbook is balanced at the end of each month.
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> • Standing Orders and Financial Regulations adopted by the Council have been reviewed in the past twelve months.
Payment Controls	<ul style="list-style-type: none"> • All items or services above the de minimus amount have been competitively purchased by obtaining at least three alternative quotations • All payments in the cashbook are supported by invoices and payment has been authorised by the council and duly minuted. • VAT on payments has been identified, recorded and reclaimed. • S137 payments are recorded separately within the accounts and are within the statutory limits.
Income Controls	<ul style="list-style-type: none"> • All income is recorded and banked within three days of receipt. • The recorded Precept agrees to Northampton Borough Council's notification.
Government Procurement Card	<ul style="list-style-type: none"> • Government Procurement Card is provided for the GSM and Clerk with strict monthly limits and specified areas of expenditure. • All monthly purchases are recorded on a spread sheet which is attached to the statement, and a copy forwarded each month to all councillors. • All purchases are reconciled with monthly statement and supported by VAT invoices/receipts.
Risk Management	<ul style="list-style-type: none"> • A review of the Minutes does not show any unusual financial activity. • A complete review of all assets was made early in 2017 and quotations for insurance from 01.06.17 obtained. It was agreed to accept a new 3-year contract with Zurich Insurance at a fixed price of £1,518.81. • Internal financial controls are documented and reviewed on an annual basis.

Internal Control	Evidence of Achievement
Bank Reconciliation	<ul style="list-style-type: none"> • Bank reconciliation is carried out at the end of each month, and a statement of bank account balances supplied to all councillors. • There have been no unexplained balancing entries in any reconciliation. • A copy of the full accounts and bank reconciliation is supplied to all councillors at the end of each quarter.
Payroll Controls	<ul style="list-style-type: none"> • All employees have Contracts of Employment with clear terms and conditions. • Staff Appraisals are to be carried out annually. • Salaries paid are as agreed by the council. • Other payments to employees, i.e. expenses are reasonable and have been agreed by the council. • PAYE/NI is administered and paid on behalf of the council by Small Business Payroll Company. • GSM pension is administered by the Small Business Payroll Company and payment authorised by the RFO.
Budgetary Controls	<ul style="list-style-type: none"> • An annual budget, in support of the precept request, is prepared and approved by the council. • A schedule is prepared at the end of each month showing income and expenditure compared to budget for all account headings. A copy is supplied to all councillors. • There have been no unexplained variances from budget.
Asset Controls	<ul style="list-style-type: none"> • The register of all assets has been reviewed and updated recently and will be maintained on an up to date basis throughout the year.
Year End Procedures	<ul style="list-style-type: none"> • Year End Accounts are prepared on a Receipts and Payments basis. • There is a clear audit trail from the financial records to the accounts and it is ensured that the Year End figures agree with the cashbook. • Mr David Linnell (Northants CALC) is confirmed as Internal Auditor for the 2017/18 accounts.

Reviewed and adopted by Billing Parish Council at their meeting held on Monday 12th March 2018

Signed *J. A. Marlow*

Date: 12th March 2018

Chairman