



# BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT 7.30pm  
ON MONDAY 14<sup>TH</sup> MAY 2018  
AT THE BERNARD WESTON PAVILION, GREAT BILLING**

**PRESENT** Councillor J. Marlow (Chairman)  
Councillors D. Brede, Rev. R. Burbidge, J. Clements, P. Henesey,  
D. Nash, N. Nickason, S. Rockall, S. Ward, Mrs. C. Worthington

**Also Present:** Mrs. S. Harris (Clerk to the Council)  
P. Marks (Green Space Manager)  
Damian Lang (Parish Highway Warden)  
Liz Newbery (NBC Neighbourhood Warden)  
Michelle Aveyard (Bellinge Community House) (Part)  
One Parishioner

		Action
<b>49</b>	<b><i>Election of Chairman</i></b>	
49.1	Mr. J. A. Marlow was unanimously elected to the office of Chairman and duly signed the Declaration of Acceptance of Office.	
<b>50</b>	<b><i>Apologies</i></b>	
50.1	Apologies were received and accepted from Mrs. G. K. Chaggar (bereavement), M. Pearson (holiday), and from NCC/NBC Cllr. Andy Kilbride.	
<b>51</b>	<b><i>Acceptance of Office by Councillors</i></b>	
51.1	All existing councillors accepted office for the forthcoming year.	
<b>52</b>	<b><i>Minutes</i></b>	
52.1	The Minutes of the Parish Council Meeting held on 9 <sup>th</sup> April 2018 (Folio Nos. 019/2018 – 022/2018) were approved and signed as a true record.	
<b>53</b>	<b><i>Election of Officers</i></b>	
53.1	Vice-Chairman – Cllr. S. Rockall Responsible Financial Officer – The Clerk, Mrs. Sue Harris.	
<b>54</b>	<b><i>Appointment of Committees/Representatives</i></b>	
54.1	<u>Finance</u> The Chairman, Cllrs. J. Clements, S. Rockall and Mrs. C. Worthington.	
54.2	<u>Planning &amp; Conservation</u> The Chairman, Cllrs. D. Brede and Mrs. C. Worthington	

		Action
<b>54</b>	<b><i>Appointment of Committees/Representatives (Continued)</i></b>	
54.3	<u>Leisure &amp; Recreation</u> The Chairman, Cllrs. S. Rockall and Mrs C. Worthington	
54.4	<u>Northants CALC</u> Cllr. D. Brede	
54.5	<u>Charities Committee</u> The Chairman and Cllr. Mrs C. Worthington.	
54.6	<u>Bellinge Community House</u> Cllrs. J. Clements, Mrs G. K. Chaggar and D. Nash	
<b>55</b>	<b><i>Declarations of Interest</i></b>	
55.1	Cllr. Mrs Worthington declared a personal non-pecuniary interest in item 11 (b) on the agenda due to residing next-door to the applicant.	
<b>56</b>	<b><i>Reports from Outside Agencies, etc.</i></b>	
56.1	Damian Lang said he had been very busy lately reporting numerous potholes, fly tipped rubbish, overflowing bins and overgrown shrubbery. He was pleased to report the fallen trees at Manorfield Road had been chopped up. Cllr. Clements asked if he could investigate Valley Road. This road is concrete and he understood that if a vehicle was in a certain position the road would lift.	DL
56.2	Liz Newbery, Neighbourhood Warden said she was pleased to advise that the area she was responsible for had now been amended so that she now covered the whole of the parish. However in addition she was also covering Rectory Farm, Standens Barn and Riverside. The rubbish outside the former Pearce's Leather Works had now been removed, a visit made to the bungalow responsible and the relevant paperwork would soon be served on them. Unfortunately Liz has to return to the Town Hall to complete any paperwork and it was agreed that if it was possible for her to do this at a base in the parish, the Parish Council would be prepared to assist with any costs involved. Cllr. Clements said there were problems removing rubbish left in the garages at Valley Road (it is believed a resident runs a business from there) and Liz is to investigate.	LN
56.3	Michelle Aveyard advised that a community event would be held at BCH on 31 <sup>st</sup> May from 10.00 am to 4.00 pm when there would be a big clean-up. She asked for as many people to attend as possible.	ALL
56.4	In his absence Cllr. Kilbride had forwarded the following report: <ul style="list-style-type: none"> <li>➤ The travellers who had camped at Ecton Brook were finally moved on last night. Liz is arranging for the site to be cleaned up. He is attempting to arrange for barriers or bollards to be put in place to prevent them returning.</li> <li>➤ Trees behind Raisin Field Close have now been cut back.</li> <li>➤ Issues in Mushroom Field Road continue. Multi-Agency meeting has taken place and plan of action put in place. Clean up of the area has been requested.</li> <li>➤ A motorbike was seized in Ecton Brook following complaints to police.</li> <li>➤ Area of anti-social behaviour behind shops in Ecton Brook – Is pushing for wall next to the school to be taken down. Wall next to shops will remain.</li> </ul>	

		Action																																																			
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56.4	<p>Cllr. Kilbride report (Cont..)</p> <ul style="list-style-type: none"> <li>➤ When new contractors take over there will be no weekend collections and a wheelie bin will be provided for all recyclables.</li> <li>➤ Defibrillator for BCH has now been received.</li> <li>➤ Hanging baskets for both Bellinge and Ecton Brook have been ordered.</li> <li>➤ He has had the land at Bramley Grove included in the new maintenance contract.</li> </ul>																																																				
<b>57</b>	<b>Planning</b>																																																				
57.1	<p><b>N/2018/0479</b> – 12 Paddocks Way, Lt. Billing – First floor side extension.  <b>N/2018/0590</b> – 26 Penfold Lane, Gt. Billing – T1 Pine; Crown lift to a height of 6M and ensure 2M clearance of the garage roof.  <b>No comments or objections to either of the above.</b></p>																																																				
57.2	<p>The following determinations had been received from NBC:  <b>N/2018/0303</b> – 8 Horsemoor Square, Ecton Brook – Additional second floor extension and raising of roof height – <b>APPROVED</b>.  <b>N/2018/0313</b> – Unit 1 (Co-op), Fieldmill Square – Erection of new metal clad insulated enclosure and relocation of plant equipment – <b>APPROVED</b>.</p>																																																				
<b>58</b>	<b>Finance</b>																																																				
58.1	<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 1115 1289 1675"> <thead> <tr> <th></th> <th><u>Power of Expenditure</u></th> <th><u>Inc. VAT</u></th> </tr> </thead> <tbody> <tr> <td>E.ON (Street Lighting Electricity – Jan/Mar)</td> <td>PCA1957s3</td> <td>1,034.53</td> </tr> <tr> <td>Mike's Donkeys (Hire of Donkeys for Billing Fayre)</td> <td>LGA1972s145</td> <td>375.00</td> </tr> <tr> <td>M J Butt (Replace bottom immersion heater &amp; bib tap)</td> <td>LG(MP)A1976s19</td> <td>230.00</td> </tr> <tr> <td>Small Business Payroll (Salaries &amp; Monthly Fee – Apr)</td> <td>LGA1972s112</td> <td>3,700.00</td> </tr> <tr> <td>Unicom (Telephone &amp; Broadband – Pavilion)</td> <td>LGA1972s133</td> <td>45.59</td> </tr> <tr> <td>Small Business Payroll (Apr Account deficit)</td> <td>LGA1972s112</td> <td>222.81</td> </tr> <tr> <td>Wellingborough Norse (Waste collections Pavilion – Apr)</td> <td>LGA1972s111</td> <td>88.66</td> </tr> <tr> <td>NEST (GSM Pension Contributions – Apr)</td> <td>LGA1972s112</td> <td>226.59</td> </tr> <tr> <td>O2 (GSM Mobile – Airtime – Apr statement )</td> <td>LGA1972s133</td> <td>10.93</td> </tr> <tr> <td>Minster Cleaning (Pavilion Cleaning – Apr)</td> <td>LGA1972s111</td> <td>302.66</td> </tr> <tr> <td>Zurich Insurance (Annual Council Insurance Premium)</td> <td>LGA1972s111</td> <td>1,546.90</td> </tr> <tr> <td>Barclaycard Commercial (Apr Credit Card statement)</td> <td>LGA1972s111</td> <td>70.04</td> </tr> <tr> <td>NCALC (Data Protection Training – P. Marks)</td> <td>LGA1972s111</td> <td>49.00</td> </tr> <tr> <td>Garden Machines (Mountfield SP555 V Lawnmower)</td> <td>LGA1972s111</td> <td>559.00</td> </tr> <tr> <td>ESPO(Hand Towels/Toilet Rolls/First Aid Kit/2 x Basin Taps/ Pitchmarker/Line Marker</td> <td>LGA1972s111</td> <td>264.28</td> </tr> <tr> <td>M. Robinson (Repointing GB War Memorial, as per quote)</td> <td>LGA1972s137</td> <td>800.00</td> </tr> </tbody> </table>		<u>Power of Expenditure</u>	<u>Inc. VAT</u>	E.ON (Street Lighting Electricity – Jan/Mar)	PCA1957s3	1,034.53	Mike's Donkeys (Hire of Donkeys for Billing Fayre)	LGA1972s145	375.00	M J Butt (Replace bottom immersion heater & bib tap)	LG(MP)A1976s19	230.00	Small Business Payroll (Salaries & Monthly Fee – Apr)	LGA1972s112	3,700.00	Unicom (Telephone & Broadband – Pavilion)	LGA1972s133	45.59	Small Business Payroll (Apr Account deficit)	LGA1972s112	222.81	Wellingborough Norse (Waste collections Pavilion – Apr)	LGA1972s111	88.66	NEST (GSM Pension Contributions – Apr)	LGA1972s112	226.59	O2 (GSM Mobile – Airtime – Apr statement )	LGA1972s133	10.93	Minster Cleaning (Pavilion Cleaning – Apr)	LGA1972s111	302.66	Zurich Insurance (Annual Council Insurance Premium)	LGA1972s111	1,546.90	Barclaycard Commercial (Apr Credit Card statement)	LGA1972s111	70.04	NCALC (Data Protection Training – P. Marks)	LGA1972s111	49.00	Garden Machines (Mountfield SP555 V Lawnmower)	LGA1972s111	559.00	ESPO(Hand Towels/Toilet Rolls/First Aid Kit/2 x Basin Taps/ Pitchmarker/Line Marker	LGA1972s111	264.28	M. Robinson (Repointing GB War Memorial, as per quote)	LGA1972s137	800.00	
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58.2	A copy of the schedule showing Income and Expenditure compared to budget for the period to 30.04.18, together with a statement of reconciled bank account balances, had been forwarded to all members. RESOLVED this be approved.																																																				
58.3	A copy of the Internal Auditor's Report, with no issues arising, had been circulated to all members. RESOLVED this be approved.																																																				
58.4	It was RESOLVED that the Annual Governance Statement be approved and this was duly signed by the Chairman and Responsible Financial Officer.																																																				

		<b>Action</b>
<b>58</b>	<b><i>Finance (Continued)</i></b>	
58.4	It was RESOLVED that the Statement of Accounts for the year to 31 <sup>st</sup> March 2018 (see Appendices I and II) as approved by the Internal Auditor be approved and this was duly signed by the Chairman and Responsible Financial Officer.	
58.5	RESOLVED that Minutes should be bound ready for archiving with the Records Office at an approximate cost of just over £100 per ream.	<b>Clerk</b>
<b>59</b>	<b><i>New Data Protection Law (GDPR)</i></b>	
59.1	Although it has now been decided that Parish Councils will not be required to appoint a Data Protection Officer, it was RESOLVED to appoint Northants CALC as the Council's DPO for the first year of operation of the new law.	<b>Clerk</b>
59.2	Copies of the following GDPR documents had been forwarded to all members and it was RESOLVED that they be approved and adopted by the council: <ul style="list-style-type: none"> <li>I. Data Map</li> <li>II. Data Protection Policy</li> <li>III. Subject Access Request Procedure</li> <li>IV. Data Breach Policy</li> <li>V. Records Retention Policy</li> <li>VI. Privacy Notices</li> </ul>	
59.3	Completed Security Compliance Checklists were received from most Councillors. Cllrs. Mrs G. K. Chaggar, D. Brede and M. Pearson to provide these to the Clerk without delay.	<b>GC/DB MP</b>
59.4	It was noted that Billing Parish Council is already registered as a Data Controller with the Information Commissioner.	
<b>60</b>	<b><i>Updates</i></b>	
60.1	Billing Fayre. A meeting to discuss this was held immediately prior to the evening's meetings. Everything appears to be running smoothly and although there are still a few vacant stalls, things are filling up nicely. Unfortunately the band that has been a feature for many years is unable to attend due to ill health. However, another band 'A Blast from the Past' has been engaged. Marshals are required to man the drive to the playing fields, and volunteers to assist in setting up are required from 9.00 am on the day. It was agreed that a debriefing meeting would be held prior to the July Parish Council Meeting at 7.00 pm.	<b>ALL</b>
<b>61</b>	<b><i>Leisure &amp; Recreation</i></b>	
61.1	The GSM reported: <ul style="list-style-type: none"> <li>➤ Bellinge Field. The land has now been opened up between the old Orchard and Bellinge Field and there has been a tremendous amount of clearing carried out. There has been a lot of positive feedback. NBC are not carrying out any mowing now that the land does not belong to them and this is being carried out by our own contractors.</li> <li>➤ Concerns had been expressed with regard to the 'boot camp' that were using the playing fields three times per week and it was questioned whether this was damaging the surface of the field. After discussion it was agreed that the situation would be monitored.</li> </ul>	

		Action
<b>61</b>	<b><i>Leisure &amp; Recreation (Continued)</i></b>	
61.2	Little Billing Pocket Park. The GSM said he was disappointed to report that the noticeboard at the pocket park had been destroyed by vandals and that one of the apple trees in the community orchard had been stolen.	
61.3	The following report had been received from Michael Clasper: "There was a volunteering session at Little Billing Pocket Park on Saturday 21 <sup>st</sup> April from 10.00 am until 12 noon. Five volunteers picked and removed litter, mowed the picnic area and orchard, strimmed the areas surrounding the fruit trees, path edges and the area north of the orchard. The footpaths and bench bases were also blown clean. The next session is scheduled for 12 <sup>th</sup> May".	
<b>62</b>	<b><i>Councillors Reports Not Covered Elsewhere</i></b>	<b>ALL</b>
62.1	Cllr. Nash said it would be much appreciated if any Councillors could call in to the community event at Bellinge on 31 <sup>st</sup> May to give support to the volunteers. Their intention is to clean up ready for Bellinge in Bloom.	
62.2	Cllr. Ward said there is a real problem with motorbikes in Ecton Brook; there would appear to be a gang of about fifteen varying in age from about 12 to 25. It had proved difficult to get police to the area with complainants being advised there was no-one available to attend.	
62.3	Cllr. Henesey reported: <ul style="list-style-type: none"> <li>➤ There was a problem with a barbecue being held by the gates to St. Andrews school but on this occasion the police attended very quickly. He has cleared the area but is still awaiting removal of the rubbish.</li> <li>➤ The wall outside the old peoples' home has been vandalised.</li> <li>➤ 18 hanging baskets have been ordered for the area which includes the shops, doctor's surgery, chemist and Bipin Brook.</li> </ul>	
62.4	Cllr. Clements asked how to ascertain who owned a piece of land in Little Billing and was advised to contact Land Registry.	
62.5	Cllr. Rockall reported that the Elwes Arms had held a 24-hour darts marathon the previous weekend and it was believed enough money had been raised to purchase a defibrillator to be housed within the pub itself. Fundraising will continue with the intention of raising enough to purchase another defibrillator for the recently purchased red telephone box, and then two further defibrillators, one for Ecton Brook and the second for Little Billing.	
<b>63</b>	<b><i>Closed Session</i></b>	
63.1	A closed session was then held when only Councillors were present to discuss staff salaries. It was agreed that annual salary reviews would take place each year at the April meeting.	
<b>64</b>	<b><i>Date of Next Meetings and Closure</i></b>	
	There being no further business the meeting was closed at 8.55 pm. Next Meeting: 7.30 pm on Monday 11 <sup>th</sup> June 2018 at the Bernard Weston Pavilion.	

## Appendix I

**BILLING PARISH COUNCIL**  
**Summary Receipts and Payments Account for the Year ended 31<sup>st</sup> March 2018**

2016/17		2017/18
<b>£</b>	<b>Receipts</b>	<b>£</b>
147,164	Precept (including £18,000 paid direct to Bellinge Community House)	152,314
163	Billing Fayre	45
6,200	Grants	1,000
10,030	Playing Field/Pavilion	16,213
3,105	Miscellaneous	3,391
393	Other Receipts: Interest	28
160	Sale of Assets	0
13,384	VAT	17,391
<b>180,598</b>	<b>Total Receipts</b>	<b>190,382</b>
	<b>Payments</b>	
87,413	General Administration	109,158
3,108	S137 Payments	400
10,340	Loan Repayment	0
1,217	Billing Fayre	528
0	Election Expenses	0
3,000	Lighting – Costs	3,425
1,520	Lighting – Repairs/Maintenance	2,946
21,436	Capital Expenditure	4,481
705	Professional & Legal Fees, etc.	2,242
10	Training & Conference/Seminars	1,215
2,453	Repairs to PC owned Property	3,280
2,033	Newsletter	2,163
2,650	s19LG(MP)A 1976 – Grants	5,541
2,136	Insurance	1,519
2,266	Subscriptions	2,304
18,429	Other Payments	18,310
15,399	VAT	14,771
<b>174,211</b>	<b>Total Payments</b>	<b>177,283</b>
	<b>Receipts and Payments Summary</b>	
138,241	Balance brought forward at 1 <sup>st</sup> April	144,628
180,598	Add Total Receipts	190,382
318,839		325,010
174,211	Less Total Payments	172,283
<b>144,628</b>	<b>Balance Carried Forward at 31<sup>st</sup> March</b>	<b>162,727</b>
	<b>These cumulative funds are represented by:</b>	
18,233	Current Account 08696160 at Nat West Bank, Northampton	17,717
8	Reserve Account 40578445 at Nat West Bank, Northampton	95,010
120,000	NBC – 7 day Loan Account	50,000
<b>138,241</b>		<b>162,727</b>

## Appendix II

## ANNUAL RETURN

For the Year Ended 31<sup>st</sup> March 2018

## Billing Parish Council

		Last Year £	This Year £	All figures rounded to nearest £
1	Balances Brought Forward	138,241	144,628	Total balances and reserves at the beginning of the year
2	Annual Precept	147,164	152,314	Total amount of Precept income received during the year <sup>1</sup>
3	Total Other Receipts	33,434	38,068	Total income or receipts received during the year excluding Precept
4	Staff Costs	52,837	59,323	Staff wages, etc. and expenses
5	Loan Interest/ Capital Repayments	10,340	NIL	Repayments made on borrowings during the year
6	Total Other Payments	111,034	112,960	Total expenditure or payments excluding lines 4 and 5
7	Balances Carried Forward	144,628	162,727	
8	Total Cash and Investments	144,628	162,727	Sum of all cash, bank accounts etc. held at 31 <sup>st</sup> March
9	Total Fixed Assets	243,328	255,457	Current value of tangible fixed assets as at 31 <sup>st</sup> March
10	Total Borrowings	NIL	NIL	Outstanding capital balance as at 31 <sup>st</sup> March

<sup>1</sup> Includes amount of £18,000 special expenses for Bellinge Community House

Signed *J A Marlow* (Chairman) Date 14<sup>th</sup> May 2018

Signed *S F Harris* (Clerk & RFO) Date 14<sup>th</sup> May 2018