



# 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 11<sup>TH</sup> MARCH 2019  
AT THE BERNARD WESTON PAVILION, GREAT BILLING**

**PRESENT** Councillor J. Marlow (Chairman)  
Councillors Mrs S. Jordan, R. Burbidge, D. Brede, J. Clements, D. Nash,  
M. Pearson, S. Rockall

**Also Present:** Mrs. S. Harris (Clerk to the Council)  
P. Marks (Green Space Manager)  
Pauline Woodhouse (Bellinge Community House)  
5 Parishioners

		<b>Action</b>
<b>25</b>	<b><i>Apologies</i></b>	
25.1	Apologies were received and accepted from Cllrs. Mrs G. Kaur Chaggar (ill), Mrs C. Worthington (holiday) and S. Ward (work commitment). Apologies were also received from Cllrs. Kilbride and Malpas due to full NBC meeting, and from Damian Lang, Liz Newbery and Glenn Warner.	
<b>26</b>	<b><i>Minutes</i></b>	
26.1	The Minutes of the Parish Council meeting held on 11 <sup>th</sup> February 2019 (Folio Nos. 005/2019 – 008/2019) were approved and signed as a true record.	
<b>27</b>	<b><i>Declarations of Interest</i></b>	
27.1	There were none.	
<b>28</b>	<b><i>Public Forum</i></b>	
28.1	Jennifer Rose asked if any more of the woodland would be cut back on Bellinge Field but was advised that no more would be removed. She also expressed concern that hedgehogs may have entered the woodpile that has been left for burning. Cllr. Pearson advised that the high winds over the weekend had brought down a large tree branch in that area.	
28.2	Fiona Diamond commented that there is a noticeable decrease in rubbish throughout the parish, particularly in Bellinge and she extended her thanks to Liz Newbery, Neighbourhood Warden, for all the hard work she has put in to achieve this.	
<b>29</b>	<b><i>Reports from Outside Agencies</i></b>	
29.1	Pauline Woodhouse introduced herself as the new Manager at Bellinge Community House, and extended a warm welcome to everyone to call in at any time.	

		Action
<b>29</b>	<b>Reports from Outside Agencies (Continued)</b>	
29.2	<p>In his absence Damian Lang had forwarded the following: Over the past month I have reported:</p> <ul style="list-style-type: none"> <li>➤ 6 street lights with smashed lenses</li> <li>➤ Potholes in Church Way and Ecton Brook Road. (No action at present but they will be monitored)</li> <li>➤ Street light in Foxendale Square not working</li> <li>➤ Overgrown bushes from garden in Bramley Grove blocking footpath</li> <li>➤ Great Billing Way signs obstructed by vegetation</li> <li>➤ Reported the brook by the back gate to Billing Aquadrome to the Environment Agency as trolleys and fallen trees are causing rubbish to collect.</li> </ul>	
29.3	<p>In her absence Liz Newbery had forwarded the following:</p> <ul style="list-style-type: none"> <li>➤ Targeted work has been undertaken regarding waste, particularly in Lasham Court. Feedback from residents indicates the situation has improved and in general improvements have been noted in the whole area, which is pleasing to hear and suggests that the work undertaken is having the desired effect.</li> <li>➤ Concerns have been raised recently regarding supported/assisted living provisions in the area. I have been looking into this with Planning regarding what factors need to be considered in such residences pertaining to planning applications, waste provisions and registrations with the appropriate agencies.</li> <li>➤ Further incidents have arisen in the area regarding vehicles being registered SORN and people being unaware of what legally constitutes SORN and where such vehicles should be kept etc. Several vehicles have been removed in the Parish and several more are on the radar for removal.</li> </ul>	
<b>30</b>	<b>Planning</b>	
30.1	<p><b>N/2019/0149</b> – 42 Valley Road, Little Billing – single storey side/rear extension. <b>No comments or objections.</b> <b>19/00004/WASFUL</b> – Mick George Ltd., Waste Transfer Station, Lower Ecton Lane – Proposed extension to existing waste recycling building. Concern was expressed that this site appears to be ever expanding and Cllr. Pearson said that he felt the building was an eyesore when viewed from the A45 and believed additional trees to screen were needed.</p>	
30.2	<p>The following determinations had been received from NBC: <b>N/2018/1579</b> – 14 High Street, Gt Billing – Conversion of existing barn and outbuilding to provide additional kitchen/utility facilities. Various other amendments including installation of doors, windows and rooflights. <b>APPROVED.</b> <b>N/2018/1729</b> – Treetop House, 2 Fishponds Road – New double garage. <b>REFUSED.</b></p>	
<b>31</b>	<b>Finance</b>	
31.1	<p>A copy of the schedule showing Income and Expenditure compared to budget, together with a statement of reconciled bank account balances, for the period to 28.02.19 had been forwarded to all Councillors. <b>RESOLVED</b> this be approved.</p>	

		<b>Action</b>																																																																											
<b>31</b>	<b>Finance (Continued)</b>																																																																												
31.2	The list of Accounts for Approval for Payment had been circulated to all members. RESOLVED that payment be made as per the following:																																																																												
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31.3	RESOLVED that an additional sum of £2,000 be granted to Bellinge Community House for use in their 2019/2020 financial year.	<b>Clerk</b>																																																																											
31.4	RESOLVED that salary increases as already agreed by all Councillors be awarded as from 1 <sup>st</sup> April 2019, i.e. 2% to the Clerk and 2% and an additional SCP for the GSM.	<b>Clerk</b>																																																																											
31.5	RESOLVED that funding up to £300 be awarded to assist with costs for the 2019 Billing Fayre.																																																																												
<b>32</b>	<b>Updates</b>																																																																												
32.1	Community Governance Review. The Consultation on the creation of a new Town Council and Parish and/or Community Councils for the Northampton Borough Council area is now online for stakeholders and will close at the end of March. The consultation will then be open to residents from April until sometime in May. The timescale is very tight and it is hoped that sufficient publicity is given.																																																																												
32.2	Possible transfer of assets from NBC. A reply had finally been received from NBC that morning enclosing forms that require completing for each building/open space that BPC may be interested in taking over responsibility for. It was felt, however, that insufficient information had been received with regard to any funding etc., and it was hoped the Clerk would be able to clarify various points at the Clerk's Forum to be held at the Guildhall the following day. She will update Councillors after the meeting has taken place.	<b>Clerk</b>																																																																											

		Action
<b>33</b>	<b><i>Other Matters</i></b>	
33.1	The annual Internal Audit Review had taken place and checked by all Councillors (see Appendix I). RESOLVED this be approved.	
33.2	The Financial Risk Assessment and Appendix to the Risk Assessment had been reviewed and checked by all Councillors. RESOLVED this be approved.	
<b>34</b>	<b><i>Leisure and Recreation</i></b>	
34.1	The GSM reported: <ul style="list-style-type: none"> <li>➤ Work continues on Bellinge Field. Once the ground has dried out the excavator will be taken down there again.</li> <li>➤ The old red telephone box has now been installed in its original place and will be renovated.</li> <li>➤ He had been contacted some time ago by a representative from Prince William Trust asking if a team of children could plant shrubs and trees in the area. Unfortunately the shrubs and trees did not materialise but 27 children had a wonderful time planting a plum tree, plants and scattering seeds that Paul was able to provide.</li> </ul>	
34.2	No report had been received from Lt Billing Pocket Park but Fiona advised that she understood that Michael Clasper had not been well. The park was, however, looking extremely good.	
<b>35</b>	<b><i>Councillors Reports Not Covered Elsewhere</i></b>	
35.1	Cllr. Nash said he was very impressed with the work that had been carried out by Liz Newbery and he was pleased with how well Pauline Woodhouse was settling in at BCH. He asked if bollards could be installed alongside BCH to stop delivery drivers driving over the flower beds to get to the back of the shops. Clerk is to put this item on the agenda for the next meeting.	Clerk
35.2	Cllr. Pearson said he had again received a request for a bench to be installed at the top of The Leys. He was advised that it had been previously agreed that this would detract from the meadowland setting and also attract anti-social behaviour.	
35.3	Cllr. Burbidge advised that St Andrews Church had submitted a funding bid to the Heritage Lottery Fund for repairs/replacement following the recent lead thefts. It is hoped a decision will be known by the end of the month. In the meantime various fundraising events are taking place.	
35.4	Cllr. Jordan reported: <ul style="list-style-type: none"> <li>➤ Complaints had been received with regard to the width restriction bollards recently installed near Ecton Brook Primary School as one lady had apparently scraped her car.</li> <li>➤ Four boxes of flower seeds had been sown and she thanked Cllr. Worthington for her kind donation of primulas for the flower beds.</li> <li>➤ The last coffee morning had been a bit of a disaster due to a double-booking which resulted in it having to take place upstairs. It is hoped this will not happen again. The next coffee morning will be held on 29<sup>th</sup> March.</li> </ul>	

		<b>Action</b>
<b>35</b>	<b><i>Councillors Reports Not covered Elsewhere (Continued)</i></b>	
35.4	<p>Cllr. Jordan report (Cont...)</p> <ul style="list-style-type: none"> <li>➤ She asked if an agenda item could be added for the next meeting as Ecton Brook Residents Group would like to request funding of £250 towards the costs of Northampton in Bloom.</li> </ul>	<b>Clerk</b>
35.5	Cllr. Brede advised that there would appear to be some work taking place on the ponds at Fishers Close. He asked if anyone knew what was happening to the privately owned land adjacent to the old Pearce's site. He was advised that the owner was apparently looking into the possibility of building a care home there.	
35.6	Cllr. Clements said he had not heard back from Liz Newbery with reference to a contact at NBC regarding the trees in Valley Road.	
35.7	Cllr. Rockall introduced Allan Jones who is the treasurer of the Elwes Arms Charity fundraising. There is a darts marathon due to take place in mid-April and it is hoped this will raise sufficient money to complete funds required for the defibrillator to be installed in the telephone box. Mr Jones is interested in becoming a Parish Councillor for Ecton Brook Ward and it is hoped to co-opt him at the April meeting. Cllr. Rockall also asked if it would be possible to contact NCC to ask what is causing the 'blockage' with regard to the sale of the former care home at Ecton Brook.	<b>Clerk</b>
<b>36</b>	<b><i>Date of Next Meeting and Closure</i></b>	
36.1	<p>There being no further business the meeting was closed at 8.50 pm.</p> <p>Next Meeting – 7.30 pm on Monday 15<sup>th</sup> April 2019 at the Bernard Weston Pavilion.</p>	



# **BILLING PARISH COUNCIL**

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

## Review of the effectiveness of Internal Audit – 2019

<b>Internal Control</b>	<b>Evidence of Achievement</b>
Bookkeeping	<ul style="list-style-type: none"> <li>• Cashbook is maintained and up to date</li> <li>• Cashbook maintained on Excel spread sheet and totals regularly checked</li> <li>• Cashbook is balanced at the end of each month.</li> </ul>
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> <li>• Standing Orders and Financial Regulations have been reviewed and rewritten. These were adopted by the Council at the Parish Council meeting held on 11<sup>th</sup> June 2018.</li> </ul>
Payment Controls	<ul style="list-style-type: none"> <li>• All items or services above the de minimus amount have been competitively purchased by obtaining at least three alternative quotations</li> <li>• All payments in the cashbook are supported by invoices and payment has been authorised by the council and duly minuted.</li> <li>• VAT on payments has been identified, recorded and reclaimed.</li> <li>• S137 payments are recorded separately within the accounts and are within the statutory limits.</li> </ul>
Income Controls	<ul style="list-style-type: none"> <li>• All income is recorded and banked within three days of receipt.</li> <li>• The recorded Precept agrees to Northampton Borough Council's notification.</li> </ul>
Government Procurement Card	<ul style="list-style-type: none"> <li>• Government Procurement Card is provided for the GSM and Clerk with strict monthly limits and specified areas of expenditure.</li> <li>• All monthly purchases are recorded on a spread sheet which is attached to the statement, and a copy forwarded each month to all councillors.</li> <li>• All purchases are reconciled with monthly statement and supported by VAT invoices/receipts.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• A review of the Minutes does not show any unusual financial activity.</li> <li>• A review of all assets has been made during the year. In 2017 it was agreed to accept a new 3-year contract with Zurich Insurance at a fixed price of £1,518.81 p.a.</li> <li>• Internal financial controls are documented and reviewed on an annual basis.</li> </ul>

Internal Control	Evidence of Achievement
Bank Reconciliation	<ul style="list-style-type: none"> <li>• Bank reconciliation is carried out at the end of each month, and a statement of bank account balances supplied to all councillors.</li> <li>• There have been no unexplained balancing entries in any reconciliation.</li> <li>• A copy of the full accounts and bank reconciliation is supplied to all councillors at the end of each quarter.</li> </ul>
Payroll Controls	<ul style="list-style-type: none"> <li>• All employees have Contracts of Employment with clear terms and conditions.</li> <li>• Staff Appraisals are to be carried out annually.</li> <li>• Salaries paid are as agreed by the council.</li> <li>• Other payments to employees, i.e. expenses are reasonable and have been agreed by the council.</li> <li>• PAYE/NI is administered and paid on behalf of the council by Small Business Payroll Company.</li> <li>• GSM pension is administered by the Small Business Payroll Company and payment authorised by the RFO.</li> </ul>
Budgetary Controls	<ul style="list-style-type: none"> <li>• An annual budget, in support of the precept request, is prepared and approved by the council.</li> <li>• 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.</li> <li>• There have been no unexplained variances from budget.</li> </ul>
Asset Controls	<ul style="list-style-type: none"> <li>• The register of all assets has been reviewed and updated recently and will be maintained on an up to date basis throughout the year.</li> </ul>
Year End Procedures	<ul style="list-style-type: none"> <li>• Year End Accounts are prepared on a Receipts and Payments basis.</li> <li>• 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.</li> <li>• Tina Charteress is confirmed as Internal Auditor for the 2018/19 accounts.</li> </ul>

Reviewed and adopted by Billing Parish Council at their meeting held on Monday 11<sup>th</sup> March 2019

Signed... *John A. Marlow*

Date 11<sup>th</sup> March 2019

**Chairman**