



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 9TH MARCH 2020
AT THE BERNARD WESTON PAVILION, GREAT BILLING**

PRESENT Councillor J. Marlow (Chairman)
Councillors Mrs G. Kaur Chagger, Mrs S. Jordan, R. Burbidge, J. Clements,
A. Jones, S. Rockall

Also Present: Mrs. S. Harris (Clerk to the Council)
Paul Marks (Green Space Manager)
Sean Brady (WASPRA)
Damian Lang (Parish Highway Warden)
5 Parishioners

		Action
25	Apologies	
25.1	Apologies were received and accepted from Cllrs. Mrs Worthington and D. Nash (both ill), M. Pearson (other meeting) and S. Ward (work commitment). Apologies were also received from Cllrs. Malpas (NBC) and Kilbride (NBC/NCC) due to full NBC Council meeting, and Liz Newbery (NBC Neighbourhood Warden).	
26	Minutes	
26.1	The Minutes of the Parish Council meeting held on 10 th February 2020 (Folio Nos. 006/2020 – 010/2020) were approved and signed as a true record.	
27	Declarations of Interest	
27.1	None were declared.	
28	Public Forum	
28.1	Fiona Dymond reported that an emergency ambulance was unable to turn into Pound Lane due to a car being parked immediately opposite the turning. She asked if it would be possible to have double yellow lines installed to prevent this happening again. It was suggested that a single white line may provide a solution. This will be investigated with Highways as it is extremely important that access to Pound Lane is available to emergency vehicles.	
29	Reports from Outside Agencies	
29.1	Damian Lang, Parish Highway Warden, said that numerous potholes had been reported but unfortunately most of them are being given a six-month time scale for repair. He had also reported a street light which is obscured by shrubbery but had been advised this would not be attended to until after the nesting season.	

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29	Reports from Outside Agencies (Continued)																															
29.2	In her absence Liz Newbery, NBC Neighbourhood Warden, had forwarded the following report: <p>“A significant number of vehicles have been removed in the Parish for being untaxed and SORN on the public highway. It is the responsibility of the registered keeper to ensure they understand and adhere to the SORN declaration and legalities regarding this. I received an email from Ecton Brook school last week advising that following discussion with the teachers they are, at this stage, opting for the delivery of the Junior Warden programme without the trip. A big thank you from me to the Parish Council and Cllr. Kilbride regarding the funding offered for this trip. Any further details or potential costings that may be involved in any future delivery of this programme elsewhere, I will keep you apprised of”.</p>																															
30	Planning																															
30.1	N/2020/0089 – 33 Church Lane, Lt Billing – Extension of existing garage and new home office over. Concerns were expressed with regard to the huge size of what is purported to be a home office. The Clerk is to ascertain from Planning that this is not to be used as a business office.	Clerk																														
30.2	N/2020/0106 – Clarke Telecom, Overmead Road, Ecton Brook – Prior notification of installation of 20M telecommunications streetworks pole, 1no equipment cabinet, 1no meter cabinet & associated ancillary development. N/2020/0130 – 32 Penfold Lane, Gt Billing – Conversion of existing garage flat roof to pitched roof. N/2020/0131 – 4 Lady Winefrides Walk, Gt Billing – First floor side and rear extn. N/2020/0148 – Former Pearce Leather Works, Wellingborough Road - Variation of Conditions 2 and 24 of Planning Permission N/2019/0851 to broaden the use of two of the offices to include use by the Management Company of the building. N/2020/0166 – 29 Russet Drive, Lt Billing – First floor side extension. N/2020/0247 – 10 Church Walk, Gt Billing – Two storey side extension and rear extension. No comments or objections to any of the above.																															
30.3	No determinations had been received.																															
31	Finance																															
31.1	The list of Accounts for Approval for Payment had been forwarded to all members. RESOLVED that payment be made as per the following:																															
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31.2	A copy of the schedule showing Income and Expenditure compared to budget for the period to 29.02.20 had been forwarded to all members. RESOLVED this be approved.																																		
31.3	The Clerk reported reconciled bank account balances as at 29.02.20 as: <ul style="list-style-type: none"> ➤ Nat West Current Account £23,636.13 ➤ NatWest Reserve Account £215,621.64 																																		
31.4	RESOLVED that the additional grant of £2,000 to Bellinge Community House for the 2020-21 financial year be approved.	Clerk																																	
31.5	RESOLVED that funding of £400 be awarded to assist with the costs associated with Billing Fayre. It was confirmed that donkeys, band and St John Ambulance had all been booked. Many stalls have also been booked.																																		
31.6	No costings had been received from Happy Days Child Care in Ecton Brook with regard to their request for assistance with funding to start up a Toddler Group. Held over until such time as this is received.																																		
31.7	RESOLVED that £250 be awarded to both Ecton Brook and Bellinge Wards to fund purchases for Northampton in Bloom.	Clerk																																	
32	Other Matters																																		
32.1	RESOLVED that the annual Internal Audit Review (see Appendix 1) be approved.																																		
32.2	Proposal to install two electric charging points in Station Road, Great Billing (near to the junction with Trussell Road). The Parish Council was extremely disappointed it was not notified of this proposal by NCC in January when it should have been; details of the survey had in fact been ascertained via an article in the local newspaper at the end of February. NCC have now invited the Parish Council to forward its comments prior to a meeting being held on Thursday 12 th March. The Chairman and the Clerk will ensure that this is done. This will include asking the criteria for choosing this site, especially bearing in mind that vulnerable residents live nearby, and asking why council-owned car parks are not being used.	Chair/ Clerk																																	

		Action
33	Updates	
33.1	Possible Asset Transfers from NBC. To date no further information has been received from Edwina Crowley. Held over.	
33.2	It had been confirmed that the resident adjacent to the pavilion driveway had no objection to a light being installed on his garage wall and for it to be connected to his electricity supply. He had, however, asked for a separate meter to be installed for this supply. A quotation will be obtained for this work to be carried out. Held over.	
34	Leisure & Recreation	
34.1	The GSM reported: <ul style="list-style-type: none"> ➤ Weather has held up a lot of work, although he has managed some mowing. ➤ A local resident's dog was attacked by what is believed to be a Japanese Akita which was off lead. The owner put it back on the lead and disappeared before he could be apprehended. ➤ A resident of Worcester Close has thrown garden waste, and dog waste, over the garden fence onto Parish-owned land. ➤ An Almond tree was planted, together with a commemorative plaque in All Saints Church for Little Billing WI. ➤ Bellinge Community House have been experiencing anti-social behaviour and vandalism by youths using the wheelie bins to climb over the fence. ➤ The daffodils are all in bloom and the bluebells are coming through. 	
34.2	No report had been received from Little Billing Pocket Park.	
35	Councillors Reports Not Covered Elsewhere	
35.1	Cllr. Burbidge passed details to all present of the forthcoming Heritage event which is due to take place at St Andrews Church on Sunday 29 th March.	
35.2	Cllr. Mrs Jordan reported: <ul style="list-style-type: none"> ➤ 40 bags of rubbish were collected at the recent litter pick along Three Mile Walk. 9 adults and three children attended. ➤ The first flyer regarding the Ecton Brook Residents Association is nearly ready for distribution to everyone in the ward. ➤ A lot of Ecton Brook residents have expressed concern regarding the shops that are being put up for sale by NBC. 	
36	Date of Next Meeting and Closure	
36.1	There being no further business the meeting was closed at 8.25 pm Dates of Next Meetings: April – NO MEETING Annual Parish Meeting – 7.00 pm Monday 18 th May 2020 Annual Parish Council Meeting – 7.30 pm Monday 18 th May 2020. Both meetings at the Bernard Weston Pavilion, Great Billing.	



BILLING PARISH COUNCIL

Established 1894

Serving Bellinge, Ecton Brook, Great Billing and Little Billing

Review of the effectiveness of Internal Audit – 2020

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 have been reviewed and new Financial Regulations written and approved in October 2019. All existing policies have also been reviewed.
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. VAT returns are sent digitally each quarter. • S137 payments are recorded separately within the accounts and are within the statutory limits. • Cllr. Rockall now has online bank account access.
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 statements 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 review of all assets has been made during the year. In 2017 a new 3-year contract was agreed with Zurich Insurance at a fixed price of £1,518.81 p.a. A new contract to run from June 2020 is being looked at. • 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 which is duly minuted. • 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 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. • Tina Charteress is confirmed as Internal Auditor for the 2019/20 accounts.

Reviewed and adopted by Billing Parish Council at their meeting held on Monday 9th March 2020

Signed...

John A. Marlow

Date 9th March 2020

Chairman