



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 18TH MAY 2020
HELD REMOTELY VIA ZOOM**

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

Also Present: Mrs. S. Harris (Clerk to the Council)
Paul Marks (Green Space Manager)
Cllr. C. Malpas (NBC)
2 Parishioners

		Action
37	<i>Election of Chairman</i>	
37.1	Mr J. A. Marlow was unanimously elected to the office of Chairman and duly signed the Declaration of Acceptance of Office.	
38	<i>Apologies for Absence</i>	
38.1	Apologies were received and accepted from Cllr. D. Nash (ill), and Cllrs. A. Jones and Mrs G. Kaur Chagger (difficulties with accessing Zoom). Apologies were also received from Damian Lang (Parish Highway Warden).	
39	<i>Minutes</i>	
39.1	The Minutes of the Parish Council Meeting held on 9 th March 2020 (Folio Nos. 011/2020 – 016/2020) were approved and signed as a true record.	
40	<i>Policies/Procedures</i>	
40.1	The following policies/procedures were approved and adopted by the Council: <ul style="list-style-type: none"> ➤ Standing Orders ➤ Financial Regulations ➤ Internal Control Procedure ➤ Governance Risk Assessment ➤ Dignity At Work ➤ Equal Opportunities ➤ Grievance Complaints ➤ Records Retention ➤ Social Media ➤ Data Protection Policy ➤ Data Breach Policy ➤ Health & Safety 	

		Action
41	<i>Election of Officers</i>	
41.1	Vice-Chairman – Cllr. S. Rockall Responsible Financial Officer – The Clerk, Mrs. Sue Harris.	
42	<i>Appointment of Committees/Representatives</i>	
42.1	<u>Finance</u> The Chairman, Cllrs. J. Clements, S. Rockall and Mrs. C. Worthington.	
42.2	<u>Planning & Conservation</u> The Chairman, Cllrs. D. Brede and Mrs. C. Worthington	
42.3	<u>Leisure & Recreation</u> The Chairman, Cllrs. S. Rockall and Mrs. C. Worthington	
42.4	<u>Northants CALC</u> Cllr. D. Brede	
42.5	<u>Charities Committee</u> The Chairman and Mrs. C. Worthington	
42.6	<u>Bellinge Community House</u> Cllrs. J. Clements, Mrs G. K. Chagger and D. Nash.	
43	<i>Declarations of Interest</i>	
43.1	None were declared.	
44	<i>Public Forum</i>	
44.1	Two parishioners from Standing Stones had attended the meeting to express their objections to the building of the proposed Care Home and associated housing. Mr Adrian Lack said he was particularly concerned with regard to a proposed land swap between the Parish Council and the developers. He was assured that absolutely no decision had been made with regard to this, and that if it was deemed necessary to do so in the future it would be done at a Parish Council meeting at which the public would be invited to attend.	
44.2	Cllr. Malpas said he was very sorry to have to report the death of John Caswell.	
45	<i>Reports from Outside Agencies</i>	
45.1	Damian Lang, Parish Highway Warden had forwarded the following report: <ul style="list-style-type: none"> ➤ I reported two bulbs out on traffic lights on Great Billing Way. This was repaired when two traffic lights were replaced following damage by a car. ➤ Potholes have been marked out for repair in Church Walk, and on speed humps by The Elwes Arms and the MUGA at Bellinge. ➤ Bushes obstructing the pathway on Great Billing Way have been reported. ➤ Trees obscuring street lights which had been reported previously have not been done as yet and I will chase. ➤ Roots from trees are causing humps on Ridge Walk. NCC will monitor. ➤ I have reported two non-working street lights behind Ecton Brook School. 	

		Action
<p>46</p> <p>46.1</p> <p>46.2</p> <p>46.3</p>	<p>Planning</p> <p>N/2020/0021 – 12 Whiteheart Close, Great Billing – Change of use of amenity land to domestic garden and erection of boundary fence (Retrospective).</p> <p>N/2020/0089 – 33 Church Lane, Lt Billing – Extension of existing garage and new home office over. (Amended).</p> <p>N/2020/0191- 31 Codlin Close, Lt Billing – Garage conversion to habitable accommodation.</p> <p>N/2020/0252 – 24 Penfold Drive, Great Billing – New double garage to front of property.</p> <p>N/2020/0318 – 80 Valley Road, Lt Billing – Demolition of existing detached garage and erection of new single storey side garage and rear extension.</p> <p>NO COMMENTS OR OBJECTIONS TO ANY OF THE ABOVE</p> <p>N/2020/0357 – Development Site, Fishponds Road, Northampton – Erection of 60no bedroom Care Home (use Class C2) 13no assisted living units (use class C2) with access from Fishponds Road, and 5no dwelling houses (use Class C3) with associated access from Bramble Close and landscaping. This planning application is proving to be a very contentious issue. The Parish Council were very disappointed with the timing of the application especially as it had promised parishioners a public meeting once it had been lodged. This, of course, cannot be arranged during the current pandemic. The Parish Council has arranged for this application to be ‘called in’ and the earliest this will now be considered by NBC Planning is at their June meeting. It also commissioned a report by a planning expert and an ecology review. These reports now form the basis for the Parish Council’s objection and have already been lodged with the Planning Department.</p> <p>The following determinations had been received from NBC Planning:</p> <p>N/2019/1413 – Bipin Community Centre, Ecton Brook Road – New single storey Post Office with front brick boundary wall, cycle stands and installation of block paving. APPROVED.</p> <p>N/2019/1318 – Former Ecton Brook Care Home, Ecton Brook Road – Demolition of existing building and erection of 19no new affordable homes (comprising 2no 1-bed maisonettes, 8no 2-bed houses and 9no 3-bed houses) together with associated parking and landscaping. WITHDRAWN.</p> <p>N/2020/0057 – Old School House, 2 Station Road, Great Billing – Removal of existing side single storey extension and construction of new single storey side extension. Two storey rear extension, replacement front porch, new sliding metal front gates to driveway and 1no 1200 x 1200 window to match existing to north elevation of master bedroom (resubmission of N/2019/0777). APPROVED.</p> <p>N/2020/0055 – Telecommunications 3 Network, Great Billing Way – Installation of 20M Monopole, 12no Antenna apertures, equipment cabinets, removal of existing 14.7M Monopole, 3no antennas, redundant equipment cabinets and development ancillary thereto. APPROVED.</p> <p>N/2020/0066 – 58 Manorfield Close – Single Storey rear flat roof extension. APPROVED.</p> <p>N/2020/0089 – 33 Church Lane, Little Billing – Extension of existing garage and new home office over. APPROVED.</p> <p>N/2020/0106 – Clarke Telecom, Overmead Road, Ecton Brook – Installation of 20M telecommunications streetworks pole, 1no equipment cabinet, 1no meter cabinet & associated ancillary development. PRIOR NOTIFICATION APPROVAL.</p>	

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46.3	<p>Determinations received (Cont..)</p> <p>N/2020/0130 – 32 Penfold Lane, Gt Billing – Demolition of existing garage flat roof to pitched roof. APPROVED.</p> <p>N/2020/0131 – 4 Lady Winefrides Walk, Gt Billing – Demolition of existing garage and 2-storey side/rear extension. APPROVED.</p> <p>N/2020/0166 – 29 Russett Drive, Lt Billing – First Floor Side Extension. APPROVED.</p> <p>N/2020/0191 – 31 Codlin Close, Little Billing – Garage conversion to habitable space. APPROVED.</p> <p>N/2020/0236 – Telecommunications Mast, Great Billing Way – Prior Notification of Telecommunications installation. PRIOR NOTIFICATION APPROVAL.</p> <p>N/2020/0247 – 10 Church Walk, Great Billing – Two storey side extension and rear extension. APPROVED.</p> <p>N/2020/0252 – 24 Penfold Drive, Great Billing – New double garage to front of property. APPROVED.</p> <p>N/2020/0311 – 37 Valentine Way, Great Billing – TPO 075 – G5. Carry out annual trimming of growth to tree trunks from ground level up to height of 3M max of 4no Yew and trimming of branches to unknown tree species hanging dangerously over fence. APPROVED.</p>																																																																																					
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47.1	<p>The list of Accounts for Approval for payment, covering the period 10th March 2020 to date, had been forwarded to all members. It should be noted that the earlier payments had already been approved electronically. RESOLVED that payment be made as per the following:</p> <table border="1"> <thead> <tr> <th></th> <th>Power of Expenditure</th> <th>Incl. 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47.2	A copy of the schedule showing Income and Expenditure compared to budget for the period to 30.04.20 (the first month of the new financial year) had been forwarded to all members. RESOLVED this be approved.																			
47.3	The Clerk reported reconciled bank account balances as at 30.04.20 as: <ul style="list-style-type: none"> ➤ NatWest Current Account £26,416.69 ➤ NatWest Reserve Account £275,699.83 																			
47.4	A copy of the Receipts and Payments Account for the financial year to 31.03.20 had been forwarded to all members (see Appendix 1). RESOLVED this be approved.																			
47.5	RESOLVED that the Annual Governance Statement be approved and this was duly signed by the Chairman.																			
47.6	RESOLVED that the Statement of Accounts for the year to 31 st March 2020 (see Appendix II) be approved and this was duly signed by the Chairman.																			
47.7	All members had received a copy of the Internal Auditors Report for the year to 31.03.20 and the contents were duly noted.																			
47.8	RESOLVED that the new insurance contract with Zurich be approved. Cost per year will be £1,605.63 fixed for the next five years.																			
48	Updates																			
48.1	The Chairman thanked all those local residents who have been assisting vulnerable parishioners during the current lockdown. He commented that it was unfortunate that many of the councillors were themselves in the vulnerable age group! He was pleased to see that many residents had discovered the wonderful green spaces within the parish for the first time.																			
48.2	It is with great regret that the Parish Council has had to make the decision to cancel Billing Fayre this year. The donkeys have been cancelled and the payment carried forward to next year. The Clerk will contact the band and Cllr. Rockall will contact the bouncy castle operative and any others that need to be cancelled. Anyone who has already booked and paid for a stall will be given the choice of carrying this forward to 2021 or receiving a refund. The date for 2021 will be 26 th June.	Clerk SR GSM																		
48.3	Possible Asset Transfers from NBC. This is due to be discussed at the NBC Cabinet meeting being held on 20 th May 2020. Held over.																			

		Action
49	<i>Leisure & Recreation</i>	
49.1	<p>The GSM reported:</p> <ul style="list-style-type: none"> ➤ It has been business as usual for him during the lockdown. Mowing came to an abrupt halt a couple of weeks ago due to his mower breaking down. It is being repaired at Garden Machines and he is hoping to have it back in the next couple of days. ➤ There are a lot more people using the green spaces in the parish but he was a little bemused to see 17 people in one group on the playing fields that day. ➤ Volunteer sessions will restart this week with people working singly or in teams of two. 	
49.2	Due to the lockdown there had obviously been no volunteer sessions at Little Billing Pocket Park. The GSM did, however, spend a day strimming there.	
50	<i>Councillors Reports Not Covered Elsewhere</i>	
50.1	<p>Cllr. Ward reported:</p> <ul style="list-style-type: none"> ➤ A Community Protection Order was obtained against the farmer who was using the bird scarer in the field adjacent to the Linear Park and he was delighted to report that now is all quiet. ➤ A resident had emptied the contents of a brown bin into the Linear Park at the end of Millbank. He will be reporting this to Liz Newbery. ➤ There is a lot of anti-social behaviour in the underpass leading to Millbank, which includes the smoking of weed and leaving copious amounts of litter. 	
50.2	Cllr. Mrs Jordan said she was in the vulnerable group having to shield but her husband and son had been assisting others in the community. Like Cllr. Ward she was also concerned about the increase in flytipping, anti-social behaviour and drug taking in Ecton Brook.	
50.3	Cllr. Brede said he had been asked by a local resident if it would be possible for a sign to be placed on Little Billing village green and for new notice boards to be installed to replace those vandalised in LB pocket park. This item will be placed on the agenda for discussion at the next meeting. Cllr. Malpas said it might be possible for him to assist with costs from his Empowerment Fund. Cllr. Brede also commented on the dreadful traffic chaos resulting from the opening of the Ecton Lane Recycling Centre that day.	Clerk
51	<i>Date of Next Meeting and Closure</i>	
51.1	<p>There being no further business the meeting was closed at 8.25 pm. Date of next meeting – 7.30 pm on Monday 8th June 2020. It is envisaged that this will be another virtual meeting via Zoom.</p>	

BILLING PARISH COUNCIL

Summary Receipts and Payments Account for the Year ended 31st March 2020

2018/19		2019/20
£	<u>Receipts</u>	£
156,880	Precept (including £18,000 paid direct to Bellinge Community House)	165,900
243	Billing Fayre	326
1,750	Grants	1,000
11,523	Playing Field/Pavilion	19,855
3,110	Miscellaneous	3,119
220	Other Receipts: Interest	440
0	Sale of Assets	0
12,135	VAT	10,175
185,860	Total Receipts	200,815
	<u>Payments</u>	
95,825	General Administration	103,866
1,269	S137 Payments	400
0	Loan Repayment	0
451	Billing Fayre	1,160
0	Election Expenses	0
3,060	Lighting – Costs	3,652
12,179	Lighting – Repairs/Maintenance/Updating	679
5,338	Capital Expenditure	759
1,530	Professional & Legal Fees, etc.	748
91	Training & Conference/Seminars	47
2,134	Repairs to PC owned Property	4,341
750	Newsletter	736
2,300	s19LG(MP)A 1976 – Grants	5,300
1,547	Insurance	1,576
2,593	Subscriptions	2,546
18,650	Other Payments	18,029
12,613	VAT	11,259
160,330	Total Payments	155,098
	<u>Receipts and Payments Summary</u>	
162,727	Balance brought forward at 1 st April	188,257
185,860	Add Total Receipts	200,815
348,587		389,072
160,330	Less Total Payments	155,098
188,257	Balance Carried Forward at 31 st March	233,974
	These cumulative funds are represented by:	
23,038	Current Account 08696160 at Nat West Bank, Northampton	18,315
165,219	Reserve Account 40578445 at Nat West Bank, Northampton	215,659
188,257		233,974

ANNUAL RETURN

For the Year Ended 31st March 2020

Billing Parish Council

		Last Year £	This Year £	All figures rounded to nearest £
1	Balances Brought Forward	162,727	188,257	Total balances and reserves at the beginning of the year
2	Annual Precept	156,880	165,900	Total amount of Precept income received during the year ¹
3	Total Other Receipts	28,980	34,915	Total income or receipts received during the year excluding Precept
4	Staff Costs	57,192	56,501	Staff wages, etc. and expenses
5	Loan Interest/ Capital Repayments	NIL	NIL	Repayments made on borrowings during the year
6	Total Other Payments	103,138	98,596	Total expenditure or payments excluding lines 4 and 5
7	Balances Carried Forward	188,257	233,975	
8	Total Cash and Investments	188,257	233,975	Sum of all cash, bank accounts etc. held at 31 st March
9	Total Fixed Assets	260,654	260,494	Current value of tangible fixed assets as at 31 st March
10	Total Borrowings	NIL	NIL	Outstanding capital balance as at 31 st March

¹ Includes amount of £18,000 special expenses for Bellinge Community House

Signed *J A Marlow* (Chairman) Date 18th May 2020

Signed *S F Harris* (Clerk & RFO) Date 15th April 2020