

**THE ANNUAL FINANCE MEETING FOR BOZEAT PARISH COUNCIL WAS HELD ON MONDAY,  
9<sup>th</sup> JANUARY 2023 AT BOZEAT TLC, DYCHURCH LANE, BOZEAT, NN29 7JP, AT 7pm.**

**PRESENT:** - Cllrs Skittrall [Chairman]; Brown; Cooke; Docker; Duckles; Foward; Morris and Pritchard.

**PUBLIC:** - No members of the public were present at the meeting.

**1. Apologies.**

It was resolved to accept apologies for absence received from Cllrs Dudley-Smith; Gibbins and Pollard.

**2. Declarations of interest.**

Cllrs Brown and Cooke declared pecuniary interests in agenda item 5, relating to the allotments. Cllr Cooke declared a non-pecuniary interest in agenda item 17, relating to Bozeat Playing Field Association.

**3. Employees.**

a. Review of salaries: -

(i) Clerk/Burial Registrar – information received from SLCC and NorthantsCALC was reviewed and discussed and it was resolved to make no change to the salary for the Clerk/Burial Registrar for the time being but to review again at the October meeting of the council.

(ii) Allotments Manager – it was resolved to make no change to the Allotments Manager's salary.

b. It was noted that all Parish Council employees are employed and that PAYE is operated.

c. Pensions – it was noted that the requirements of the Pensions Regulator are being fulfilled.

**4. Cemetery.**

a. Review of Cemetery fees - fees being charged by other local authorities were compared and it was resolved to make no changes to the fees at this time.

b. Review of Cemetery guidelines – it was resolved to make no changes to the guidelines at this time, noting that changes can be made as and when required.

**5. Allotments.**

a. Review of rents for the year 1<sup>st</sup> January - 31<sup>st</sup> December 2024 – it was resolved to make no change to the rents due for 2024 = £44 [full plot]; £22 [half plot] with primary tenants over 65 paying £28 [full plot]; £14 [half plot]. Cllrs Brown and Duckles abstained.

b. Review of Allotment guidelines – it was resolved to make no changes to the guidelines at this time, noting that changes can be made as and when required.

**6. Review of insurance cover.**

Following discussion, it was resolved to remove the Clerk's desk from the insurance cover as it is many years old and to set up a small working party to look at the council's insurance cover for public events.

**7. Review of policies.**

It was resolved to amend policies as per a report [Appendix A].

**8. Review of risk assessments.**

It was noted that Cllr Morris is currently reviewing the risk assessment policy, schedules and

templates and it was resolved to form a small working party to complete the review.

**9. Review of terms of reference.**

No changes were noted.

**10. Review of standing orders.**

No changes were noted.

**11. Review of the Parish Plan Action Plan.**

No changes were noted. Cllr Cooke suggested that the Parish Council creates a list of achievements and it was agreed to add this to the agenda for the February meeting.

**12. Review of the Parish Council Community Project List**

The Clerk apologised that this document had not been circulated prior to the meeting, it was unclear whether or not North Northants Council requires this information. Cllr Skittrall provided information on the situation with S106 agreements and it was resolved that the Clerk check with North Northants Council if this document is still required. The Clerk to send a copy of the current list to all members of the Parish Council.

**13. Review of GDPR documents and data breaches.**

No changes were requested and no breaches reported.

**14. Review of the Emergency Plan.**

It was noted that a review is currently in progress.

**15. Review of internal controls for audit purposes.**

Details of the controls in places were noted and no changes requested.

**16. Review of the Training Policy.**

No changes to the policy were requested.

**17. Precept for the year 1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024.**

The Clerk and Chairman had prepared a basic budget calculation and precept forecast. It was noted that the projected precept request would produce too large a percentage increase in the parish share of council tax and detailed discussions followed.

It was noted that there may be scope to reconfigure the Green Burial area in order to release space for additional conventional burial spaces removing the pressing need to purchase additional land to extend the cemetery.

It was further noted that funds have been set aside for the production of a Neighbourhood Plan but to date all efforts to get the project off the ground have stalled, it was noted that a Neighbourhood Plan is a good way to control development within the village.

It was resolved to set up small working parties to look at the detailed budget requirements to ensure good management of the council's funds.

a. The provision of VDS equipment near to the village primary school – detailed costings for this project to improve safety during the school run were provided and it was noted that North Northants Council would pay 50% of the cost and it may be possible to obtain a grant of up to £5000 from Northamptonshire Police which is currently available. It was resolved to submit a grant application and investigate budget virements in order to provide sufficient funding for this project. This to be an agenda item for the February meeting of Bozeat Parish Council.

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- b. The provision of funds in the budget towards capital projects requested by Bozeat Playing Field Association – this to be considered at the March meeting of Bozeat Parish Council.
- c. The provision of funds in the budget to pay for additional planters to be placed on the Village Green – this to be considered at the April meeting of Bozeat Parish Council.
- d. Review of budgets and to agree the precept for the financial year beginning 1<sup>st</sup> April 2023. Cllr Pritchard proposed that a precept request equating to an increase of 10% be submitted to North Northants Council to permit the provision of safety improvements either side of the primary school and allow for inflation. This was seconded by Cllr Foward and unanimously agreed. It was noted and agreed that the precept request would be £36750.

There being no further business, the meeting was declared closed.

Signed by the Chairman. 20<sup>th</sup> February 2023.

Bozeat Parish Council reviews all policies, terms of reference, guidelines and fees at the Annual Finance Meeting in January each year.

Policies may be added or amended during the year.

All recommended amendments are highlighted in yellow on the document.

Bozeat Parish Council adopted the Civility and Respect Pledge during 2022 and this was added to the file.

Some items such as allotment rents and guidelines and the cemetery fees and guidelines are included on the agenda as separate items. Items not listed separately on the agenda are listed below: -

- Page 11 – Complaints Handling Policy – change “Borough Council of Wellingborough” to “North Northants Council”.
- Page 15 – Health & Safety Policy – item 5 required that a log book be kept of all work undertaken in the Cemetery etc, however the change of grass-cutting, general maintenance etc in the cemetery means that all contractors provide dates and details of work done on their invoices. I recommend that item 5 be removed or amended. Also, under items 6 and 7, there is a requirement for an accident report book and first aid kit to be kept in the lodge. An accident report book is kept by the Clerk so it may be unnecessary to keep one in the lodge and the contractors have their own first aid kits so the requirement to keep a kit in the lodge may be unnecessary – recommend that items 5 and 6 be removed or amended. Under item 9, remove the word “Churchyard”.
- Page 18 - Remote and Hybrid Meeting Policy – this was adopted in line with Government guidance relating to the Covid19 pandemic. At present the law does not permit remote and hybrid meetings, however pressure is being put on the Government to allow local authority meetings to take legally take place using remote and hybrid access so I recommend that the policy is retained for the time being, with a note added that “should the law permit remote and hybrid meetings, this policy be implemented”.
- Page 19 – Risk Assessment Policy and Procedure – I recommend that Bozeat Parish Council forms a small working party to consider whether this policy and procedure, and the appraisal documents remain fit for purpose.
- Page 35 – Terms of Reference for the Local Environment Group – replace Conservation, Environment and Rights of Way with BEES.
- Page 36 – Insurance Register – make any amendments as per the Insurance Report.

**A MEETING OF BOZEAT PARISH COUNCIL WAS HELD ON MONDAY, 16<sup>th</sup> JANUARY 2023, FOLLOWING PUBLIC PARTICIPATION AT 7pm. THE MEETING WAS HELD AT TLC, DYCHURCH LANE, BOZEAT.**

**PRESENT:** - Cllrs Skittrall [Chairman]; Brown; Cooke; Docker; Duckles; Foward; Morris; Pollard and Pritchard.

**PUBLIC:** - No members of the public were present at the meeting and apologies were received from North Northants Councillors Griffiths and Partridge-Underwood.

**1. Apologies.**

It was resolved to accept apologies for absence received from Cllrs Dudley-Smith and Gibbins.

**2. Declarations of interest.**

No new declarations of interest were recorded.

**3. Minutes.**

The minutes from the meeting of Bozeat Parish Council held on 19<sup>th</sup> December 2022 were proposed as correct by Cllr Skittrall, seconded by Cllr Morris and agreed.

**4. Matters arising.**

- a. Circulating documents – it was noted that one pack is still circulating.
- b. Website migration – the Clerk reported that work has begun on the Crown and Country page.
- c. Training – no new courses requested by members or officers.
- d. Play area inspection – it was noted that the ground works repairs have been chased.
- e. Noticeboard – bird spikes – noted that work is in progress.
- f. Parish Council logo – Cllr Cooke to email a copy of the draft logo to all members.
- g. Village Risk Assessments – Cllr Morris is reviewing the current templates/schedule. Cllr Docker asked if the person undertaking the assessments must have received training, resolved to investigate this.
- h. Parish Council emails – Cllr Brown to investigate options for upgrading the council's email provision.
- i. North Northants Council Electoral Review – it was resolved to display a poster on our noticeboard and Facebook page.
- j. Skate ramp resurfacing – noted that adverse weather conditions have delayed the required work.

**5. Council services.**

- a. Cemetery – a report was noted, as received. Two priorities have been budgeted for and it was resolved to move the repairs to the perimeter fencing and tree assessments to on-hold, pending budget provision.
- b. Cemetery – no new applications for permission to place memorials or headstones have been received.
- c. Cemetery – to receive an update on maintenance works [tree safety assessments; extension to Garden of Remembrance]. It was noted that a quote for tree safety inspections has been requested.
- d. Cemetery – grounds maintenance from 1<sup>st</sup> April 2023. It was resolved that the Clerk should produce an analysis of the costs of grass cutting for the cemetery, verges and playing field for 2022, and that a small working party reviews the analysis, once produced. It was noted that the quality of work done is not an issue, it is just the costs incurred.
- e. Allotments – it was agreed that Cllr Brown should arrange for the removal of an apple tree from an abandoned plot. The Clerk reported that rent reminder letters had been sent out

last week and 3 remain outstanding.

- f. Allotments – replacement noticeboard. This is pending.

#### **6. Local environment.**

- a. Highways – a report was noted, as received. Cllr Foward provided additional information relating to speed reduction measures on Harrold Road and reported that the project has received support from the Primary School.
- b. Street lights – two lights have been reported as faulty; a light in Bull Close is working intermittently and is the responsibility of the Parish Council; a light in St Mary's Road is out and is the responsibility of North Northants Council, who have noted that this is a cabling problem which will be resolved soon.
- c. Parish Paths Warden/Rights of Way – the height of a stile on TA1 was noted as difficult and it was resolved to report this using Street Doctor.
- d. Village Warden – a report was noted, as received. It was noted that a water leak on Easton Lane has now been repaired. It was reported that water is flowing from Town Well onto Dychurch Lane and it was agreed to issue an odd jobs order form for an inspection and resolution of the issue.

Cllr Skittrall proposed that the press and public be excluded whilst an item is discussed confidentially, this was seconded by Cllr Docker and unanimously agreed.

- e. Village Green – it was resolved to respond to the FOI request and follow up with a letter. The meeting then moved out of confidential.
- f. BEES Group – it was noted that the group will meet via Zoom on Wednesday at 7pm.
- g. Litter bin for outside the village shop – it was resolved to chase up a response to our requests for costs to empty the bin more frequently.
- h. St Mary's Road verge – transfer of ownership – it was agreed to allow more time for North Northants Council to respond to our request. Parking on the grass has stopped following to placing of a prominent notice on the land. Cllr Pollard asked about the provision of a bus shelter near to the stop and it was reported that objections by nearby residents had prevented this in the past.
- i. Verge mowing – contract from 1<sup>st</sup> April 2023. This to be considered with all grass cutting in the parish.
- j. Planter sponsorship – following discussion it was resolved not to agree to sponsorship, however the playing field would be happy to discuss potential sponsorship opportunities.

#### **7. Planning.**

- a. Current/new planning applications – Cllr Skittrall proposed that a report [Appendix A] be accepted, this was seconded by Cllr Foward and agreed. Cllr Skittrall provided additional information relating to applications in Fullwell Road and London Road and noted that Planning Enforcement is checking issues with a property in Harrold Road.

#### **8. Representatives' reports.**

- a. Bozeat Playing Field Association – Cllr Cooke reported that the committee will meet tomorrow evening. The Chairman reported that the council needs to see a copy of the annual accounts ready for when the budget allowance is discussed. Cllr Cooke to email members with an overview of the current financial situation.
- b. Bozeat Primary School – no issues noted.
- c. JAG and Police Liaison meetings – noted that the JAG group may be discontinued, Cllr Skittrall is to attend a meeting where this will be discussed.
- d. Public transport – no issues with the service reported. It was noted that the Village Hopper service has been accepted for the £2 bus cap scheme
- e. NNC parish and ward meetings – none scheduled.

**9. Santa Pod traffic issues.**

Cllr Morris noted that the parish council had agreed last year that a resolution of issues caused by traffic travelling to Santa Pod Raceway would be one of their priorities. He feels that the situation is worsening each year as the business attempts to recoup losses suffered during the pandemic lockdowns. Most of the regular events at the track don't appear to cause major issues, only the larger events where the public is encouraged to bring their own vehicles to race. Cllr Morris asked that the council tells the management of Santa Pod what they expect them to do to resolve the issues being caused and suggested creating a list of measures we feel is appropriate. He felt it important to take action now before the season starts in the Spring. Cllr Duckles noted that Santa Pod Raceway has been operating for many years and seems to be immune to the issues they cause in the neighbouring villages, we need to find their Achilles Heel. Can we find out how they are licenced and attack them that way? Cllr Skittrall reported that Bedford Borough Council will be the licensing authority. Cllr Morris noted that neither Wollaston nor Irchester Parish Council considered Santa Pod traffic to be an issue when it was raised at a North Northants Council ward meeting last year. It was resolved that Cllr Morris prepare a list of measures and plan of action and email it to the Chairman.

**10. Skills audit.**

It was resolved that the Clerk should create a table, listing the skills offered by members of the council, this not to be for publication.

**11. Police.**

a. Crimes – two crimes were reported in Irchester since the last meeting.

**12. Local events.**

- a. Portable PA system for use at small public events – waiting for costs to be provided.
- b. Local Events Policy – Cllr Morris proposed that the basic policy be accepted, noting that this can be amended as and when additions are identified. It was further agreed to accept the checklist produced for the Christmas Tree lighting event and adapt this for each event planned.
- c. Saturday 6<sup>th</sup> May 2023 – Coronation of King Charles III – it was agreed to hold an event on the Village Green, this to be an agenda item for the next meeting. It was noted that North Northants Council are preparing guidance for events.

**13. Finance**

- a. Payments – Cllr Skittrall proposed that a report [Appendix B] be accepted and the payments listed on it be approved. This was seconded by Cllr Foward and agreed.
- b. Precept for 2023-24 – it was noted that a precept request of £36750 has been submitted to NNC.

**14. Correspondence.**

The list of correspondence received since the last meeting was noted.

**15. On hold agenda items** – noted that the following are on hold: -

- a. Emergency Plan review.
- b. Audit of local council adopted policies and procedures.
- c. Skate ramp repairs to side panel.
- d. Thank You event for village volunteers.
- e. Meet The Village event.
- f. New village hall – design and business plan.
- g. Village Green – CCTV and planters.
- h. Cemetery – memorial inspections.
- i. Cemetery – repairs to railings.

j. Cemetery – purchase of land to extend the cemetery.

**16. Items for the next agenda.**

- To consider part funding VDS equipment.
- Coronation of King Charles III.
- Revision of the Green Burial Area in the Cemetery.
- Issues with the Bozeat Doctor's surgery.

**17. Date and time of next meeting.**

It was noted that the next meeting of Bozeat Parish Council will take place on Monday, 20<sup>th</sup> February 2023. The meeting will be held at TLC, Dychurch Lane, Bozeat following Public Participation at 7pm.

**Signed by the Chairman, 20<sup>th</sup> February 2023.**



**(a) Granted Applications**

Reference No.	For	Date granted
NW/22/00764	Agricultural barn, off London Road roundabout	19/12

**(b) Refused/Withdrawn Applications**

Reference No.	For	Date refused
None		

**(c) Pending Applications**

Reference No.	For	Status
NW/22/00321	Nene Milling, 40 homes and village hall	Comments sent
NW/22/00858	23 London Road, single storey rear extension	Comments sent
NW/22/00862	10 Fullwell Road, Demolish garage and build 2-storey extension	Comments sent
NW/22/00864	6 Pear Tree Close, single storey rear extension	No comments made

**(d) New Applications**

Reference No.	For	Status
None		

**(e) NW/22/00858, 23 London Road – single storey extension**

Comments sent:

The Parish Council have noticed that this scheme builds up to the boundary of the adjacent plot which is not marked as in the control of the applicant. We are not sure if this is a material planning concern in this case.

**(f) NW/22/00862, 10 Fullwell Road – 2 storey extension**

Comments sent:

The parish council echo Highways concern that the development should include sufficient on-site parking given the increase in accommodation and the loss of the garage

**Direct Debit payments made during the month which require formal approval**

Date	Chq/DD Payee	Details	Nett Value	VAT	Amount Paid	Budget
28/12/2022	D/D Veolia ES	Waste disposal - cemetery	£ 74.61	£ 14.92	£ 89.53	Cemetery - waste disposal
	D/D Lloyds Bank	Bank charges			£ -	General - bank charges
24/01/2023	D/D E-onNext	Electricity supply to Village Green	£ 13.93	£ 0.70	£ 14.63	General - village events
			<b>£ 88.54</b>	<b>£ 15.62</b>	<b>£ 104.16</b>	

**Payments for approval at this meeting.**

Date	ref. Payee	Details	Nett Value	VAT	Amount to Pa	Budget
16/01/2023	BACS L.Payne	Clerk/Registrar - salary/home office	£ 585.00		£ 585.00	General - Clerk's salary, home office.
	BACS R & G Landscapes	Playing Field maintenance/cemetery contra	£ 842.64	£ 168.53	£ 1,011.17	BPFA grant/cemetery - caretaking/general - general maintenance
	BACS C.Chapman	Cemetery bins contract; odd jobs	£ 247.50		£ 247.50	Cemetery caretaking
	BACS npower	Unmetered supply to street lights	£ 46.25	£ 2.31	£ 48.56	Lighting - energy/maintenance
	BACS e-on	Maintenance contract for street lights	£ 34.20	£ 6.84	£ 41.04	Lighting - energy/maintenance
	BACS NorthantsCALC	Training and conference fees	£ 55.00	£ 11.00	£ 66.00	General - seminars/training
	BACS R.Driver	Village Warden	£ 40.00		£ 40.00	General - Village Warden
		<b>TOTALS</b>	<b>£ 1,850.59</b>	<b>£ 188.68</b>	<b>£ 2,039.27</b>	