

# BYFIELD PARISH COUNCIL

Clerk: Frances Williams  
 Byfield Village Hall, The Green, Byfield, Daventry NN11 6UT  
 Tel. 07717 337048 - email [clerk@byfield-pc.gov.uk](mailto:clerk@byfield-pc.gov.uk)

## MINUTES OF THE MEETING HELD ON TUESDAY 16 APRIL 2024 AT 7.30 PM

PRESENT: Councillors: John Gillic (JG) – Chairman; Pom Boddington (PB), Michael Burdon (MB), Lindsay Clark (LC), Christl Davis (CD), Barbara Ridyard (BR) and Nick Thompson (NT)

Others: WNC Ward Cllr Jo Gilford, the Clerk and 1 member of the public

		Action
1.	<b>Declarations of interest in items on the agenda:</b> None.	
2.	<b>To receive and approve apologies for absence:</b> Santon Crowshaw (SC) and WNC Ward Cllr Rupert Frost.	
3.	<b>To approve the minutes of the meeting on 14 March 2024:</b> It was RESOLVED to accept the minutes of the meeting as an accurate record and they were signed by the Chairman.	
4.	<b>Matters Arising:</b> None	
5.	Chairman's Announcements: a. JG noted that all Councillors had been notified of the Clerk's decision to resign. He thanked her for her contributions to the smooth running of the council during her time in post. b. He had received a number of comments about the idea of a relief road for Byfield, which at least indicated that people were reading the agenda for the Annual Parish Meeting. c. An email had been received from Midland Rural Housing who had been asked by Grand Union Housing Association to carry out a housing needs survey in Byfield. It was agreed that the parish council should respond welcoming the survey which would provide useful up-to-date information but adopt a neutral position.	JG
6.	<b>Public Participation:</b> None.	
7.	<b>Report from the WNC Ward Councillor:</b> WNC Ward Cllr Jo Gilford commented on the recent publicity about potholes in Daventry. The new machines were efficient and worked well, but unfortunately WNC were short of funds for materials to keep up with their capability. She noted that HS2 funds being released were for the next 30 years and could not therefore all be spent immediately, however Cabinet had been persuaded to set aside funds for road repairs and she hoped to be able to provide more positive news soon.	
8.	a. It was noted that the Clerk would be terminating her employment by latest 31 July. b. It was agreed to advertise for a new clerk on the current terms of 18 hours/week within a salary scale range of LC2 SCP 24-28. c. It was agreed to create an appointments committee consisting of JG, CD and PB to interview applicants and with delegated authority to appoint the new clerk.	
9.	<b>Finance:</b> a. <i>Q4 2023-24 (Full Year) Budget Update:</i> The Clerk had circulated a summary of	

	<p>income and expenditure for the year ended 31 March 2024 with a comparison to the budget. It was noted that some budget categories were overspent but that these were offset by underspends elsewhere; that income exceeded expenditure; and that HS2 funding of approximately £2K was still awaited, pending completion of the required paperwork.</p> <p>b. <i>Income received from 9 March to 11 April:</i> Reclaim of VAT paid in March (£192.38), Burial Ground fees (£181), bank interest (£160.37).</p> <p>c. <i>Fund balances at 11 April:</i> Current account £4,527.81, deposit account £71,338.58, total £75,866.39. Uncashed cheques nil, total funds available £75,866.39.</p> <p>d. It was RESOLVED to make the payments detailed on the updated schedule.</p>	Clerk
10.	<p><b>Planning:</b></p> <p>a. <i>New application: 2024/1539/FULL.</i> It was RESOLVED to support the application on the basis that the new single-storey extension would not be visible nor overlook neighbours, and that it would provide welcome additional living space for a young family.</p> <p>b. <i>Approvals:</i> None.</p> <p>c. <i>Refusals:</i> None.</p> <p>d. There were no other planning matters.</p>	Clerk
11.	<p><b>Highways:</b></p> <p>a. It was noted that WNC Cllr Rupert Frost had succeeded in persuading WNC to put on hold its proposal to install bollards to prevent parking on verges in Jubilee Close. WNC had suggested the parish council might wish to provide parking in the Close; it was noted that this would necessitate borrowing funds, which would in turn require public consultation and approval.</p> <p>b. It was agreed to purchase five speed awareness signs at £20/each + VAT for use on Woodford Road and Farndon Road. The Clerk will follow up with SC regarding reinstatement of the speed indicator device on Woodford Road.</p> <p>c. It was noted that trucks loaded with concrete tunnel sections had been passing through Byfield. JG had been informed by HS2 that the routes for abnormal load deliveries are determined by the police and local authorities and are consequently exempt from the approved delivery route the M40 to Chipping Warden. Fortunately, the number of such deliveries appeared now to have reduced significantly.</p>	Clerk
12.	<p><b>Rights of Way:</b> It was RESOLVED to spray weeds and moss on the footpath from High Street to Church Street and remove debris, at a cost of £430.</p>	Clerk
13.	<p><b>Council Property:</b></p> <p>a. As SC was not present it was agreed to carry over to the next meeting discussion of alternatives to a fence at the Scout HQ to help prevent flooding.</p> <p>b. It was agreed to obtain a quotation for improving the steps from the BRG to the car park at the Scout HQ.</p> <p>c. JG will respond to the cricket club regarding issues raised including frost-stat settings on radiators and insulation above the garage. It was RESOLVED to purchase an additional 20 tonnes of road planings to address issues with the surface of the car park, to be distributed by volunteers from the cricket club.</p> <p>d. It was agreed to approve occasional use of facilities at the Brightwell Pavilion by PCSO Tara Cooksammy.</p> <p>e. It was RESOLVED to install a new soakaway at the bottom of the slope from the Village Hall to the Russell Pavilion at a cost of £3,480 + VAT.</p>	<p>Clerk</p> <p>JG/Clerk</p> <p>JG, Clerk</p> <p>Clerk/CD</p> <p>Clerk</p>

	f. JG together with the other councillors with responsibility for the BRG will investigate re-hanging the double doors to the Russell Pavilion to open outwards. g. There were no other updates or new matters.	JG
14.	<b>Burial Ground and Closed Churchyard:</b> a. LC offered to apply weedkiller to the paths in the Burial Ground. b. JG will ask the contractor who mows the Churchyard to trim low-hanging foliage on the trees lining the path up to the West Door. He will also look into concerns raised about the condition of the path from the North Door into the Churchyard and prepare a recommendation.	LC JG JG
15.	<b>Lights and Utilities:</b> There was nothing new to report.	
16.	<b>Allotments, Pocket Park and Environment:</b> LC reported that wet conditions are currently a problem in the Allotments. PB noted that the sides of the hedge alongside Farndon Road have been cut back although it is not ready to be laid. a. It was agreed to replace the existing fence between the Burial Ground and Sheep Meadow 2 with a simple post and wire fence and plant a native hedge, leaving a gap to allow grave diggers to deposit surplus soil. It was suggested that SS might be able to obtain a price for the new fence. b. It was noted that Chris Butlin had resumed organisation of working parties was getting quotations for restoring the steps at the Pocket Park/BRG. c. NT was continuing to work on mocking up a design for nature notices.	SS, PB NT
17.	<b>Playground:</b> MB noted that conditions remained very wet, but otherwise there was nothing particular to report.	
18.	<b>Arrangements for Annual Parish Meeting on 25 April:</b> It was agreed to set up at 6.30 pm and provide catering for 40 people. PB kindly agreed to arrange tea/coffee and biscuits, and JG will bring wine and savouries. The Clerk will check with Village Hall management regarding a projector and screen and will check with Nick Coleridge if there is anything else required for his presentation.	PB JG Clerk
19.	<b>Reports from Representatives of Village Organisations:</b> CD reported that the Combined Charities had made a grant to the playgroup towards the cost of hall hire. JG will start planning the AGM of the Brightwell Recreation Ground Association (BRGA), scheduled for 30 May.	JG
20.	<b>Date(s) of Next Meeting(s):</b> 25 April (Annual Parish Meeting), 9 May (Annual Meeting of the Council), 30 May (AGM of the BRGA).	
21.	<b>Close of meeting:</b> The Chairman closed the meeting at 9.15 pm.	

Signed: .....

Date: .....