

## BLISWORTH PARISH COUNCIL

Address: 48 Pond Bank, Blisworth, Northamptonshire, NN7 3EL

Email: [blisworthparishcouncil@gmail.com](mailto:blisworthparishcouncil@gmail.com)

Website: <https://parish.blisworthvillage.org>

---

Minutes of the **Ordinary** meeting of **Blisworth Parish Council** held in Blisworth Village Hall on **Monday 2nd June 2025 at 7.30 pm.**

**Present:** Cllr S Billing, Chair  
Cllr C Read MBE, Vice-Chair  
Cllr D Wilson  
Cllr W Root  
Cllr B Brown  
Cllr M Field  
Cllr B Ingram  
Cllr C Gardner  
Cllr S Dallyn

West Northants Unitary Council:

Cllr F Cole  
Cllr A Smith

**Also present:** Clerk: Angela Billing  
3 Members of public

### **BPC/42/2025**

#### **To receive apologies.**

Apologies received from Cllr Hawkins and Cllr Chandler. The Council resolved to accept the apologies.

### **BPC/43/2025**

**To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.** Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate. Cllr Billing declared an interest in item BPC/63/2025 (b).

### **BPC/44/2025**

#### **To receive and approve for signature, the minutes of the Annual meeting held on 12/05/2025.**

Approved.

### **BPC/45/2025**

#### **To note any matters arising from the minutes not included on the agenda for report only.**

Blisworth Parish Council noted the success of the Scarecrow Festival. A brilliantly organised event which supported local businesses and voluntary organisations in the village.

The Council noted the Clerk's award.

### **BPC/46/2025**

#### **Clerk's report circulated separately.** Noted.

Collected new keys for the allotments x 10.

Urban Grass mowing grant received. £1,285.17

Justice team to arrange continued support to clear the footway on Stoke Road.

## BLISWORTH PARISH COUNCIL

**BPC/47/2025**

**Public Session:**

**a. District Councillor Report.**

Cllr Smith noted the following:

**Planned road closure:** issues with the planned works by the water authority outside Blisworth Primary School. Cllr Smith to liaise with water authority to address issues regarding this planned road closure.

**Traffic accessing the narrow bridge on Courteenhall Road over the railway lines:** The school has asked if signage could be installed for safety reasons, for example: give way to oncoming traffic signage.

Cllr Cole noted the following:

**Harworth proposed development Junction 15 (M1):** Request submitted for an extension to the planning application for the Harworth development at Junction 15 (M1) to allow stakeholders, including Blisworth Parish Council to meet with the developers to discuss the proposed plans. West Northants Council (WNC) had met to discuss amendments to the revised Local Plan. The revised Local Plan should be submitted for public consultation again.

**West Lodge Farm, 2025/1959/FULL planning application:** new proposed changes: Cllr Cole outlined the details of the proposal: Conversion of an existing agricultural building to a farm shop and café (Use Class E) and a commercial unit (Use Class E(g)(iii), B2 and/or B8); a new access from Courteenhall Road, car parking, cycle and bin store, landscaping and associated works. Cllr Cole recommended meeting with the stakeholders. Cllr Cole is to apply for an extension for comments.

**SEGRO Junction 15 (M1) DCO amendments:** Amendments will be agreed by the Planning Inspectorate. Details pertaining to the amendment were only received by WNC on 02/06/2025. Deadline for comments is 12/06/2025. Cllr Cole advocated that the Parish Council submit a response as the planned changes infer increased traffic issues for Blisworth.

**SEGRO S106 funding:** WNC have been working on a portal to collate all the information relating to S106 funding which will allow parish councils to access funds. Councillors asked Cllr Cole to confirm that Blisworth Parish Council would not have to wait for the new portal to be completed before the parish could receive the funds. Cllr Cole confirmed that West Northants Council had received our application and had requested WNC to confirm receipt. Cllr Cole recorded that the full S106 fund of £75,000.00 agreed for Blisworth Parish Council will be made available to Blisworth Parish Council and cannot be used for other West Northants Council projects.

**b. Members of the public.**

- (i) A representative of Blisworth Football Club raised the following queries regarding the Blisworth Football Club lease: The price increase method of setting lease fees, the clause which states games are not permitted after 19:00 and the clause which states that any future use of floodlights would require Blisworth Parish Council consent. The member of the public explained that planning permission for the use of floodlights would have to be applied for via the West Northants Council planning department.
- (ii) A member of the public noted the Scarecrow Festival, the V.E. Day celebration on the field, the water leak in Stoke Road and the overgrown vegetation in the RD2 footpath (from Buttmead to Courteenhall Road).
- (iii) A member of the public praised the work at the Closed Cemetery by Blisworth Parish Council and the Graveyard Shift team but raised the issue of dog-fouling at the Closed Cemetery and requested signage.

## BLISWORTH PARISH COUNCIL

### **BPC/48/2025**

**Response to issues raised in the public session.**

#### **(a) District Councillor Report**

**Harworth proposed development Junction 15 (M1): ACTION:** Clerk to liaise with Cllr Cole for dates for a joint meeting with stakeholders.

**West Lodge Farm, 2025/1959/FULL planning application: ACTION:** Clerk to liaise with the developers to arrange a meeting with parish councillors. Cllr Brown declared an interest in this item and excluded herself from the debate.

**SEGRO Junction 15 (M1) DCO amendments: ACTION:** Cllr Wilson to raise at the next SEGRO liaison meeting.

**SEGRO S106 funding:** Cllr Read emphasised that there was a requirement for clarity regarding: Firstly, the full amount that WNC had received as part of their share of the SEGRO S106 funding. Secondly, why WNC need to charge Blisworth Parish Council an administration fee of 5% of the £75,000.00 and what the administration fee covers particularly given that WNC are holding the funds (allocated to all 5 parishes) and WNC are already accruing interest on those funds. Cllr Cole stated that the administration charge is part of statute law and can be up to 5% of the S106 fund. Cllr Cole is to investigate the legislation regarding the administration fee, which can be up to 5% and the legislation regarding the interest accrued. Cllr Wilson stated that any S106 funds that had not been spent or committed within the 5-year time limit will have to be returned to the owners, with interest. Cllr Brown asked Cllr Cole to confirm with WNC that neither the parish council S106 funds nor the interest accrued by the funds are being used to develop the S106 portal. Cllr Cole to confirm that other funds were used to develop the S106 portal.

#### **(b) Members of the public**

- (i) Clerk to add amendments to the lease for discussion as an agenda item at the July parish council meeting.
- (ii) The Council thanked the volunteers for their efforts for organising the V.E. Day celebration on the field. Vegetation on RD2 (Buttmead to Courteenhall Road): Cllr Chandler has worked hard to deal with the vegetation on RD2. The Chair stated he would ask Cllr Chandler to review the vegetation. Clerk to contact the water authority to ask for an update and action.
- (iii) Clerk to look at signage for the Closed Cemetery.

The Council thanked all the members of the public and the Unitary Councillors for attending the meeting and raising these issues.

### **BPC/49/2025**

#### **Planning and Development.**

a. Application & Date Comments Due: 2025/1956/LBC. Comments by 12 June 2025

Location: 3 High Street Blisworth NN7 3BJ

Description: Removal of existing glazed canopy and construction of fully glazed extension to rear.

**RESOLVED:** No objections.

### **BPC/50/2025**

**Correspondence from social media:** Update from Cllr Read.

Our total number of followers on social media has increased by 2 to 342 people. We have post reach of 2107 people (people who have our messages on their social media feeds) and a direct engagement (clicks) of 2559 people. Our top performing post in the period was the information on proposed tree planting with a reach of 1003 and engagement of 463 people, 6 reactions and 6 comments. Since the last meeting we have posted information on the Scarecrow Festival, Police Surgery and further Road Closures and the agenda for the June meeting.

## BLISWORTH PARISH COUNCIL

### **BPC/51/2025**

**Police & Neighbourhood Watch Scheme:** Update from Cllr Read.

The Neighbourhood alert / Neighbourhood watch system "Northamptonshire Talking" has 81 members. Regular updates about local crime and matters of priority within South Northants are issued through this portal <https://northamptonshiretalking.co.uk/>. These alerts are also published on the Parish Council social media. Note that using this system complies with GDPR. There have been no relevant alerts issued in this period. The police held a local surgery on 29/05/2025 where the neighbourhood policing team held a Bike Marking/Crime Prevention event. Cllr Read will be attending the PLR conference on 07/06/2025 to represent the Parish Council and the parish residents.

### **BPC/52/2025**

**Review all feedback and outcomes, including the questionnaires, from the Annual Parish Meeting and agree next steps.**

There was good support for the Park Slope initiative from the residents at the May meeting. Cllr Read suggested including a circular walk as part of the project.

**ACTION:** Cllr Root and Cllr Brown to pursue the Park Slope initiative.

Noticeboards: **ACTION:** Cllr Ingram to obtain quotes to replace the noticeboard at the Buttmead/footpath junction for the July agenda in the first instance. Results of the questionnaire regarding position of other noticeboards to be reviewed at the July meeting. **ACTION:** Clerk to obtain costs for the installation of the new noticeboard.

**ACTION:** Clerk to add questionnaire response for village pocket park/community woodland spaces around village to reduce encroachment for discussion at the July agenda.

Streetlights: Cllr Chandler has reviewed all the recommendations relating to streetlight issues/amendments. **ACTION:** Cllr Chandler to submit recommendations and any associated quotes at the July meeting.

### **BPC/53/2025**

**Review Traffic Working Group Meeting Report and agree next steps.** Update from Cllr Brown.

The Traffic Working Group (TWG) reviewed the results of the questionnaires from the Parish Annual Meeting and agreed to pursue the following items raised:

- Seek to extend the 20mph zone to the Chicane on Stoke Road once the chicane is in place.
- Collect data on the speed of cars on Courteenhall Road, between Ladyfield and the 30mph sign to assess whether action is required. This could include moving/placing a VAS machine.
- Need to repaint 5mph sign on the track to the Playing Fields and add additional signage.
- Request a progress report regarding the agreed additional dropped kerbs and review need for further dropped kerbs on Windmill Avenue/Buttmead with WNC.

The Group also agreed to suggest to the Council that future focus should be surrounding the following areas:

- The VAS machine installation on Stoke Road should be put on hold until the 20mph zone is in place and its impact assessed.
- TWG should research the suitability and cost of a recording strip(s) to monitor traffic and speed of traffic.
- A longer-term focus should be to support the Council when responding to new development proposals in relation to traffic related compensation/adjustments.
- Knock Lane traffic and signage should continue to be a priority.

Cllr Read noted that the Parish Council can employ a camera to record the type of traffic travelling through the village however there would be no enforcement, the company can only write to the

## BLISWORTH PARISH COUNCIL

driver/companies and request they use an alternative route. This would cost the Council approximately £8000.00 per annum. Cllr Field suggested organising another traffic monitoring day.

**ACTION:** TWG to arrange date(s)/road(s) to monitor.

**ACTION:** TWG to submit a formal request to install a footway along Station Road from the canal bridge to The Walnut Tree to aid residents living at the Caravan Park.

### **BPC/54/2025 Report on data from SID/VAS devices:**

#### **a. Update from Cllr Read.**

##### **VAS Unit in Courteenhall Road**

Between 10 May and 31 May (21 days), there were 65,445 vehicle movements (average 3,116 per day), showing a slight increase from last month's report. Volumes remain similar to those observed before the junction alterations, which regularly exceeded 3,000 per day. Speed data is consistent with previous months, with an average speed of 32.6 mph. 85% of vehicles travelled below 41 mph, and the maximum speed recorded was 90 mph.

##### **VAS Unit in Stoke Road**

Between 10 May and 14 May (4 days), there were 10,906 vehicle movements (average 2,727 per day), which aligns with previous months' trends. However, this is still below the peak volumes seen in December 2023, when around 3,200 vehicle movements per day were recorded. Speed trends remain consistent, with an average speed of 27.7 mph, and 85% of vehicles traveling at or below 33 mph. The maximum speed recorded was 83 mph. Note: The VAS unit's batteries were depleted between 10 May and 31 May.

#### **b. Discuss quotes for VAS/SID unit plus solar-powered unit and agree next steps.**

The Council received 3 quotes.

**RESOLVED** to appoint contractor C (£4239.00 plus VAT) as this robust system allows for data collection and analysis and matches the existing units in the village.

### **BPC/55/2025**

**Report on Youth Parish Council:** Update from Cllr Read. Deferred.

### **BPC/56/2025**

#### **Gateway Update:**

- a. **Update from Cllr Wilson.** The next SEGRO Gateway meeting will be 03/06/2025.
- b. **Review progress of S106 application. ACTION:** Cllr Wilson to raise the issue of S106 funds with the SEGRO liaison group. Clerk to add to July agenda.

### **BPC/57/2025**

**Review quotes and options for gov.uk domain website and emails and agree next steps.** Update from Cllr Dallyn. The Council received 3 quotes for gov.uk email packages and 3 quotes for gov.uk domain websites including email packages.

**RESOLVED** to appoint contractor A for a gov.uk domain website and a parish council gov.uk email and councillor gov.uk email accounts (£320 + VAT for Year 1, £420 + VAT from Year 2 onwards).

### **BPC/58/2025 Village Maintenance & Open Spaces:**

- a. **Play area: Monthly safety inspection report:**
  - i. **Update from Cllr Wilson.** Monthly check was undertaken and the following issues were reported: the 'tidy bear' was full and evidence of litter found on the grass, a resident reported continued anti-social behaviour in the evenings, the wooden fencing has been damaged further

## BLISWORTH PARISH COUNCIL

by footballs despite the additional signage for 'No Ball Games', a timber section of the 'pick-up-sticks' play equipment requires repair and there are issues with the installation and operation of the newly installed gate. **ACTION:** Clerk to place a temporary 'caution' notice on the gate and contact the contractors to initiate an immediate repair. Clerk to contact the suppliers of the 'pick-up-sticks' play equipment to insist on an immediate repair. Clerk to source quotes for a new litter bin at the play area. Noted that this will increase our annual litter collection costs. **ACTION:** Cllr Read and Cllr Wilson to continue with plans to install a piece of low-level, play equipment to deter the playing of football.

- ii. **Review small car works.** The contractor has agreed to supply new fixing bolts to stabilise the small car apparatus.
- b. **Defibrillator:** Update from Cllr Read.
  - i. **Confirmation of satisfactory checks and any issues.** Monthly check was undertaken and no issues were identified. The unit is also registered on the national emergency equipment data base so emergency call handlers are aware of its location and can issue the access codes upon receiving an emergency 999 call.
  - ii. **Review location for additional defibrillator and bleed kit.** The Blisworth Shop owners have agreed to locate a defibrillator and a bleed kit outside their shop. This is very kind of them and hugely appreciated, as this location is highly prominent in the village and near to the local public house and other village amenities. **ACTION:** Clerk to write a letter of thanks on behalf of the Council. Cllr Read to research grants.
- c. **Allotments (Blisworth Parish Council Allotments, off Courteenhall Road):** Update from Cllr Ingram and Cllr Read. Noted. **ACTION:** Cllr Read, Cllr Ingram and Cllr Billing to complete a plot survey. Cllr Read and Cllr Ingram to arrange an Allotment Working Group meeting.
- d. **Closed Cemetery:** Update from Cllr Billing. The Graveyard Shift team raised £400.00 at the Scarecrow Festival (half to be donated to Blisworth Primary School and half to be donated for the work on the Closed Cemetery).
- e. **Lighting: Update from Cllr Chandler.** Report submitted ahead of the meeting. Noted. Confirmation received that the current contractor is going into administration at the end of the year. This effects our guarantees on the LED streetlighting installed in the village a few years ago. Any failures now will incur expense for Blisworth Parish, however due to the reliability of the new LEDs, this should not be too costly. Cllr Chandler noted that lighting issues cannot be progressed until a new contractor for the streetlights is agreed.  
**ACTION:** Cllr Chandler to source quotes for July meeting.

### BPC/59/2025

#### Annual Governance & Accountability Return (AGAR) - To complete the year end procedure for 2024-2025:

- a. **To note the findings and recommendations of the Internal Audit for 2024-2025 and agree next steps.** All findings and recommendations noted.  
**RESOLVED** to approve the wording adjustments recommended by Northants CALC relating to the Procurement Act 2023, which came into force on 24 February 2025 and updating our Financial Regulations.  
**ACTION:** Clerk to review the current Standing Orders, review the 2025 Northants CALC Standing Orders document and submit amendments for consideration at the July meeting.
- b. To review the effectiveness of the system of internal control.  
**RESOLVED:** to approve the effectiveness of the system of internal control.
- c. Resolution to approve the adoption of the year end accounts (2024 – 2025).  
**RESOLVED:** to approve the adoption of the year end accounts (2024 – 2025).

BLISWORTH PARISH COUNCIL

- d. Resolution to consider and approve the completion of Section 1 the Annual Governance Statement of the Annual Governance and Accountability Return (2024 – 2025).  
**RESOLVED:** to approve Section 1 the Annual Governance Statements of the Annual Governance and Accountability Return (2024-2025).
- e. Resolution to agree Accounting Statements of the Annual Governance and Accountability Return Section 2 (2024 – 2025).  
**RESOLVED:** to agree Accounting Statements of the Annual Governance and Accountability Return Section 2 (2024 – 2025).
- f. To note the commencement date for the Period of the Exercise of Public Rights.
- g. **RESOLVED:** to agree the commencement date for the Period of the Exercise of Public Rights: 6th June 2025 to 17th July 2025 inclusive.

**BPC/60/2025**

**Internal Control:**

**Financial & Management Risk Assessment: To receive declarations of gifts/hospitality and review record of gifts/hospitality received by Councillors or the Clerk to date.** None received.

**BPC/61/2025**

**Discuss Blisworth Tunnel Portal Hut proposal that the Parish Council retains a set of keys and the procedure for their issue:** Update from Cllr Root. **ACTION:** Cllr Root to draft a policy for the July meeting.

**BPC/62/2025**

**Discuss S137 grant allocation policy timings and agree next steps.**

**RESOLVED** to amend the policy dates as follows to ensure applications fall within the same financial year:

1. From 01 April to the end of August, for discussion at the September Ordinary meeting (agreement and payment made at the September meeting) or
2. From 01 Sept to the end of February for discussion at the March Ordinary meeting (agreement and payment made at the March meeting).

**BPC/63/2025**

**Finance & Administration**

**Banking Issues:**

- a. **Bank reconciliation.** Checked and agreed by Cllr Root.

UNITY TRUST CURRENT ACCOUNT	01.06.2025	£5,964.10
SKIPTON SAVINGS ACCOUNT	01.06.2025	£108,108.63

Noted: Annual Insurance cost of £1125.97 and confirmation of 3-year package, transfer of £4000.00 from Skipton savings account to Unity Trust account and reduction in interest rate for Skipton savings account from 2.9% to 2.65%.

- b. **To note receipts and approve payments including any others that arrive after publication of the agenda.**

**RESOLVED:** To note receipts and agree the payments listed in Appendix I.

**BPC/64/2025**

**Councillors' reports and items for future agenda.**

BLISWORTH PARISH COUNCIL

Cllr Gardner: Ownership of Shipping container on the track to Football Club ownership. Cllr Gardner to pursue.

**BPC/65/2025**

**Council Surgery – Resolve to agree on a representative(s) from the Council for the next Council Surgery.**

**ACTION:** Cllr Billing, Cllr Gardner, Cllr Ingram and Cllr Wilson to attend.

**BPC/66/2025**

**To agree the date of next meeting 07/07/2025 at 7.30pm. Agreed.**

**BPC/67/2025**

**Close.** The meeting closed at 9.51 pm.

Signed:

Chairman..... Date:

Please see the clerk for a copy of the signed minutes.

BLISWORTH PARISH COUNCIL

Appendix I:  
Income

Date	Time	RECEIPTS JUNE 2025-2026 MEETING	Description	Credit Ref/Debit Ref	Paid In	INTEREST	ALLOTMENTS - RENTS	ALLOTMENTS - PLOT DEPOSIT	ALLOTMENTS - KEY DEPOSITS	PRECEPT	GRANTS	VAT REFUND	OTHER	TOTAL	Bank
														£0.00	

## BLISWORTH PARISH COUNCIL

### Payments

PAYMENTS JUNE 2025-2026 MEETING									
Entry No	Meeting date	Statutory Power	Invoice	Payee	Purpose	chq no/DD/BT	Total Amount Including VAT	VAT	Amount excluding VAT
28	02/06/2025	Open Spaces Act 1906, s14		Northants Clearance	Rubbish Removal from Allotments	UTBT28	90.00	0.00	90.00
29	02/06/2025	LGA 1972, s.111		Clear Council Insurance	Annual Insurance cover 01 June 2025- 31 May 2026	UTBT29	1,125.97	0.00	1,125.97
30	02/06/2025	LGA 1972, s.111		Unity Trust	Bank charges Unity Trust 01/04/2025-39/04/2025	UTDD30	6.00	0.00	6.00
31	02/06/2025	LGA 1972 s 142 LGA 1972, s111 (1)		IONOS	Website Fee 18/05/2025-17/06/2025	UTDD31	17.17	2.86	14.31
32	02/06/2025	Highways Act 1980, s. 96	2470	CutCrew Ltd	Cut to: Area 2 x2 & Area 1 x2 30/04/2025 & 15/05/2025	UTBT32	878.86	146.47	732.39
33	02/06/2025	Environmental Protection Act 1990, s89 (1a)	8957	Shield Ltd	Dog Waste Bins x 13 & Bin x 1 01.05.25 - 31.05.25	UTBT33	148.19	24.70	123.49
34	02/06/2025	LGA 1972 s 142	29439	Merland Copy Shop Ltd	Printing of Round & About Jun-Jul 2025 Issue 163	UTBT34	170.00	0.00	170.00
35	02/06/2025	Parish Councils Act 1957, s. 3. Highways Act 1980, s. 301	IV02907216	SSE	SSE 01/04/2025 to 30/04/2025 Site Ref:AGR0143235 & AGR0143236	UTBT35	83.61	4.93	78.68
36	02/06/2025	LGA 1972 s112 (2) Open Spaces Act 1906, s14	10940200	IDVERDE LTD	Play Area Gate and fence amendments final 50% payment	UTBT36	1,503.00	250.50	1,252.50

**BLISWORTH PARISH COUNCIL**

37	02/06/2025	LGA 1972 s112 (2)		A Billing - Salary	Clerk's Salary May 2025 Mth 2	UTBT37	1,011.53	0.00	1,011.53
38	02/06/2025	LGA 1972 s112 (2)	Pension Month 2	Nest Pensions	Nest Pension Employer costs 01/05/2025 - 31/05/2025	UTBT38	41.40	0.00	41.40
39	02/06/2025	LGA 1972 s112 (2)	120PF003233662602	HMRC - Nat. Ins.	HMRC Nat. Ins. Employer Contributions May 2025 Salary Mth 2	UTBT39	93.06	0.00	93.06
40	02/06/2025	LGA 1972 s 142		N'ptonshire Library	Colour Printing	CC-UTDD40	0.75	0.13	0.62
41	02/06/2025	Local Government Act 1972, s. 145		Tesco	Annual May Parish meeting supplies	CC-UTDD41	4.05	0.00	4.05
42	02/06/2025	Local Government Act 1972, s. 145		Aldi	Annual May Parish meeting supplies	CC-UTDD42	2.54	0.00	2.54
43	02/06/2025	LGA 1972, s.111		Lloyds Bank PLC	Credit Card Fee	CC-UTDD43	3.00	0.00	3.00
44	02/06/2025	LGA (Financial Provisions) 1963 s5		A Billing - Expenses	Clerk's Expenses (01.05.2025 - 31.05.2025)	UTBT44	35.71	0.00	35.71
45	02/06/2025	LGA 1972 s 142	31	Alan North	Invoice 30 for R&A Alan North Jun-Jul 2025 Iss 163	UTBT45	50.00	0.00	50.00
						<b>Totals</b>	<b>£5,264.84</b>	<b>£429.59</b>	<b>£4,835.25</b>