

YELVERTOFT PARISH COUNCIL

www.yelvertoft-pc.gov.uk

c/o 89 Onley Park, Willoughby, Rugby, Warwickshire CV23 8AW

Chairman: Geoff Holmes. Tel: 01788 824141. Email: chairman@yelvertoft-pc.gov.uk

Clerk: Samantha Haywood. Tel: 07341 133189. Email: clerk@yelvertoft-pc.gov.uk

AGENDA

5th March 2019

An ORDINARY MEETING of the PARISH COUNCIL will be held on Monday 11th March 2019 at 7.30pm in the Reading Room, Yelvertoft, and the following business will be transacted. All Councillors are summonsed to attend.

Kind Regards

Samantha Haywood
Clerk to the Parish Council

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST**
- 3 **MINUTES OF THE PREVIOUS MEETING (11th February 2019)**
Council to approve and sign.
- 4 **OPEN MEETING**
Council to hear any parishioner issues/views.
- 5 **PLANNING MATTERS**
See Appendix 1.
- 6 **ANNUAL LITTER PICK**
Council to discuss and decide on the date for the April village pick, and how to advertise to residents. (SH)
- 7 **CEMETERY**
Discuss and decide if a headstone can be placed across 2 graves and whether this is in line with the Burial Regulations. (SH)
- 8 **VILLAGE OF THE YEAR COMPETITION 2019**
Council to discuss and decide if we wish to enter the competition at a cost of £20. (SH)
- 9 **COMMUNITY GOVERNANCE REVIEW – 2ND STAGE CONSULTATION**
Council to discuss and decide if action is required. (SH)
- 10 **STREET LIGHTING**
To receive an update report on installation of remainder of new eco lighting. Signing of the Salix direct debit form. (GH)
- 11 **OPERATION LONDON BRIDGE**
Council to discuss and decide whether to participate in Operation London Bridge (Queen's Death) (CV)
- 12 **AREAS OF RESPONSIBILITY**
Council to discuss amending Councillor Wheat's areas to Highways – Streetlights, Drains, J18 Forum and KGV Field. (SH)
- 13 **FLOODING**
Report on observations and suggestions about flood mitigation following the meeting with the EA at our flood defences. (GH)
- 14 **FINANCE AND ACCOUNTS**
See Appendix 1.
- 15 **CORRESPONDENCE & CIRCULARS NOT COVERED BY THIS AGENDA**
A list of correspondence received will be issued for information and discussed where applicable.
- 16 **DATE OF NEXT MEETING**
Monday 8th April 2019 8pm. Annual Parish Meeting 7pm.

Members of the General Public and Press Welcome!

APPENDIX 1

FOR INFO: Next Parish News Parish Council Report – 1st June 2019 (Deadline 14.05.19) – Author: Councillor Nicholls.

Agenda Item 5– Planning

New Applications

DA/2019/0131. Manor Lodge, 92 High Street. Construction of replacement dwelling and new carport (Plot 1) (revised scheme).

Other

D/2018/0644 92 High Street

That adjacent to plot 2 on the site, the contractors have inserted a new culvert along the entire length of the property (approx. 25M) into the existing ditch and covered it over with soil. Response from DDC as to whether this forms part of the planning permission.

Any other planning applications received since the agenda was published.

Agenda Item 14 – Finance and Accounts

Income received: £100 BACS 2 x Exclusive Rights of Burial. £12 + £4 cash allotment rents.

Council to consider and decide on granting £100 to KNAGS Community Project towards the maintenance of the village defibrillator.

Payments:-

Council to approve the following BACS payments to be made:

- £ 100.00 KNAGS Community Project (defibrillator maintenance) – if agreed as above.
- £ 130.00 Graham Wheat (Maintenance Feb 2019)
- £ 339.27 Samantha Haywood (Clerks Expenses Feb 2019, includes mobile phone, cemetery sign, allotment sign)
- £ 40.00 Northants ACRE (annual membership fee)

For info - Bank payments during the month not otherwise on the agenda:

- £ 291.36 Samantha Haywood (Wages)
- £ 15.60 Virgin Mobile (Monthly mobile phone charge)

Balance on the bank accounts as at 03/03/19:- Current account £3,372.40, Deposit account £27,068.85.

Agenda Item 15 – Correspondence & Circulars

- Leicestershire Gardens. Letter outlining the services they can offer besides grass cutting – litter collection, sign cleaning, gritting etc.
- CPRE Northants Outlook newsletter March 2019 (passed to MO)
- DDC. Good Neighbours Scheme for towns survey (Emailed:All)

Emails Received:

- Office of Northamptonshire Police, Fire & Crime Commissioner. Police, Fire and Crime Commissioner's Police and Fire Plan Consultation (Emailed:All)
- Northants ACRE. Time for a Rural Strategy Campaign (Emailed:All)
- DDC. Local Government Reform Update Feb 2019 (Emailed:All)

SUPPORTING INFORMATION

AGENDA ITEM 5 – PLANNING – 92 HIGH STREET

Good morning

Many thanks for your patience, this is not something I routinely deal with so have been reliant on senior officers and other parties in advising me.

The case officer dealing with the site has confirmed that the works are outside of the red line relating to the recent applications and do not form part of any approvals. This is an ordinary watercourse and as such management will be the responsibility of the appropriate landowner. In terms of land drainage responsibility the presumption will always be, unless otherwise proven that the owners of land adjacent to a watercourse will be liable for maintenance.

The case officer recalls a recent but unrelated application for the vicinity where it was established that the route is not public highway but a right of way, therefore the verges are not highway verges. It would therefore seem quite reasonable that the verge is in the ownership of the site (but this would be for the owner to prove) but it is unclear as to who specifically owns the land and who is responsible for the bridleway.

In the absence of any conclusive proof of ownership, the presumption would be in terms of Riparian Rights. In simple terms the owners either side of the track are each presumed to own up to the middle even though it might not appear as such on any deeds. With that in mind and in the absence of any information to the contrary it is reasonable to assume that the owner of Manor Lodge is responsible for maintaining the section of stream that flows alongside his land.

I am also advised that Section 23 of The Land Drainage Act 1991 prohibits any person from causing an obstruction to flow in any Ordinary Watercourse (which includes culverting). Furthermore, under the provisions of the Flood and Water Management Act, any such work cannot be undertaken without consent from the Lead Local Flood Authority (LLFA). Depending upon the nature of the works, consent may or may not be granted subject in certain conditions. Anglian Water will not have an interest in such a matter so although their advice is reasonable in terms of practicability, it does not give a full summary of what is required.

There is a process by which a consent may be obtained but it would appear that informal advice is all that has been sought. In this regard, Northamptonshire County Councils Flood and Water Management Team is the consenting authority but the process is delivered through its Agent, The Bedford Group of Internal Drainage Boards. Based on what is before us, the new culvert is something which requires consent from these parties.

The Case Officer dealing with the site has informally advised that providing the relevant consents are applied for and authorised (and we are provided with said documentation), then it would be reasonable for us not to pursue a planning application in this instance. The alternative is for a planning application to be made, and where the aforementioned parties would be consulted.

I shall be outlining this to the agent assisting the owner with the wider site and if there is a significant update I shall of course be in touch as soon as I am able.

Adam Kite, Planning Investigator

From: Adam Kite
Sent: 14 January 2019 11:25
To: 'Geoff Holmes (YPC)'
Cc: PC_Yelvertoft
Subject: RE: DA/2018/0644

Many thanks for this additional information.

I shall liaise with the Case Officer first to see if this can be bottomed out prior to any site visit taking place.

As soon as I am able I shall be in touch with an update.

Adam Kite, Planning Investigator, Daventry District Council

From: Geoff Holmes (YPC) [<mailto:chairman@yelvertoft-pc.gov.uk>]
Sent: 11 January 2019 14:28
To: Adam Kite
Cc: PC_Yelvertoft
Subject: DA/2018/0644

Hello Adam,

Thank you for your time ref this matter.

Just to recap, a resident has brought to my attention that adjacent to plot 2 on the site, the contractors have inserted a new culvert along the entire length of the property (approx. 25M) into the existing ditch and covered it over with soil. I can find no evidence of this in the application for permission, nor its effect on flooding in that area.

1. This has already had the effect of stopping any accumulated surface water from draining off the bridle road and large puddles are there now since a natural spring runs constantly onto that part of the road. The water now has no ditch to drain into, which is the lowest part of the bridleway, and all water running down from the fields above and to the South and the roadway to that point will now accumulate on the road. To me this is an unacceptable development.
2. It would appear that the owner assumes his land reaches the edge of the bridleway due to the way this has been constructed, however this cannot be so, it can only reach the centre of the original ditch. I understand this is not a planning matter and I will speak to Highways about this, however if you can help it would be appreciated.

Regards

Geoff Holmes, Chairman - Yelvertoft Parish Council

AGENDA ITEM 6 – ANNUAL LITTER PICK

Great British Spring Clean

I know that many councils in Northamptonshire took part in this great event last year. The 2019 Great British Spring Clean runs from 22 March to 23 April (don't worry, you don't have to be litter picking 24/7 between those dates!). For details on how you can sign your community up and take part please visit <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>. Cleaning up the place helps people to feel happier and have a more positive outlook – much needed attributes at the moment!

Yelvertoft

The PC agreed to litter pick the village in the spring before everything starts to grow. We usually arrange it for April.

Do we want to meet at the pub again and arrange breakfast?

From Northants ACRE

To the Chair of the Parish Council

Northamptonshire Village Awards 2019

Building on the success of the Best Village competition over recent years, we are inviting you to enter your village for the Northamptonshire Village Awards, now sponsored by **CPRE Northamptonshire**. We have listened to your comments and consequently have greatly simplified the application process and as a result we hope that many more villages will enter the competition.

Like us, the Campaign for the Protection of Rural England (CPRE) recognises the importance of community involvement as well as the care for the natural and built environment, which creates not just an attractive village but a vibrant community. Together we want to encourage initiatives by the village community and the provision of facilities for all the population.

Enclosed with this letter is information on How To Enter and Notes for Guidance for the Northamptonshire Village Awards.

Please note that the closing date is **18th April 2019**.

All villages who enter will be visited by our team of judges. The winners will be announced at the Northamptonshire Village Awards Presentation Evening on Tuesday 16th July 2019 at the High Barn, Hunsbury Hill Centre, Harksome Hill, Northampton NN4 9QX

In addition, CPRE's long-established Litter Heroes Competition will now be incorporated within the Village Awards, and, thanks to the support of our Lord Lieutenant, as President of both Northamptonshire ACRE and CPRE, will be known as the 'David Laing Litter Awards'. Information about this campaign and the invitation to enter the competition will be sent out as usual early on in the year. Please look out for this in February 2019.

We really look forward to receiving your entries for both competitions. Should you have any queries please do not hesitate to contact me at Rebecca.breakwell@northantsacre.org.uk or by telephone 01604 825884.

Regards, Rebecca Breakwell, Village Awards Organiser, Northamptonshire ACRE

Northamptonshire Village Awards 2019

How To Enter

As well as an overall prize of £1000, there will be a prize of £250 for each of the different categories – small village, medium village and large village together with best newcomer to the Awards.

To enter the competition simply complete the attached Entry Form and provide a statement of no more than one page setting out what, in your view, makes your village a special place for residents, employees and visitors. This should give our judges a picture of life in your village.

Please also include a map of your village showing important facilities should you have them, such as village hall, sports ground, shops schools and noticeboards etc.

The kind of features and characteristics which will be of interest to the judges and to which you may wish to refer in your statement are indicated on the enclosed Notes for Guidance. But remember, these are purely indicative, and not a checklist. Most importantly, what the judges will be looking for is evidence of community involvement, pride and initiative.

Your application must be submitted to Northamptonshire ACRE by 18th April 2019 either by post to Northamptonshire ACRE, Hunsbury Hill Centre, Harksome Hill, Northampton NN4 9QX or by e-mail to rebecca.breakwell@northantsacre.org.uk

Entry Fees are as follows: for population according to national census figures (pls tick)

Small village of population 750 and under £20

Medium village of population 751 to 2500 £30

Large village of population 2501 to 6000 £40

We look forward to receiving your entry this year.

Northamptonshire Village Awards 2019

Notes For Guidance

1. Village Life
The special characteristics and quality of life in your village, with examples of different activities, such as annual or special events, community activities with neighbouring villages, the welcoming of visitors and new residents. Are there links made with neighbouring villages?
2. Community Life
How this is promoted, with examples of, say, newsletters/magazines, notice boards, sports fields and other leisure facilities, voluntary transport schemes, the promotion of local charities and any crime prevention measures undertaken.
3. Business
Employment opportunities for local people, including young people, and the involvement of villagers in running any community facilities such as a community shop, community café etc.
4. Children and Young People
What kind of place the village is for them, with examples of pre-school groups and other organisations. Are there any youth groups or clubs in the village?
5. Working-age residents
What activities or organisations within the village are available to villagers of working age?
6. Older People
Their involvement in village life, and schemes and support services organised for them.
7. Environment and Sustainability
Conservation activities, and examples of projects, say, to reduce carbon footprint and deal with litter.
8. Information Technology
Use of website and other social media, and their benefits for community.

General Guidance

The Judges will be looking for villages that can demonstrate enterprise, initiative and community spirit in how the village cares for all its inhabitants and how the village is looked after as well as the involvement of local businesses and the welcome given to visitors. They want to know not only what has been done in the past few years to help the community but also about plans for this year. We have found that the most successful villages in the competition have a group working together on their application form rather than just one individual.

When entering the competition please could you send us a sketch map of the village showing the locations of the different facilities as this will greatly assist the Judges.

Visits from the Judges will take place between mid-April and early June. Someone from the Judging team will make contact to arrange their visit, which will last a maximum of two and half hours during which they will be pleased to meet a wide cross section of the village community.

AGENDA ITEM 7 – CEMETERY – DOUBLE HEADSTONE

Dear Ms Wheat and Ms Valentine

I am writing in respect of my aunt's and uncle's graves in Yelvertoft Cemetery—Mike Jackson (grave no 161) and Mary Jackson (adjoining) and seek your help in resolving an upsetting matter.

I am one of the executors of Mary Jackson's estate and have been the primary liaison with Co-op Memorials.

Mike died some years ago (1995) and my aunt purchased a double-width grave for Mike and herself. She also purchased at the time a book shaped gravestone that she intended to be placed across both graves (see attached).

I am now told by Co-op Memorials that they have "checked" with the parish council and have been told the gravestone can only be placed on one grave and cannot be placed in the middle across them both. This surely cannot be correct – that one grave should go unmarked – that would be very upsetting? And I am sure that my aunt was not sold the two graves on this basis – she would have purchased a double-depth rather than a double-width if that had been the case. Perhaps your rules have changed since 1995 but I think the agreement should be honoured when my aunt purchased the two adjoining graves.

Co-op Memorials, as a stop gap, has placed the gravestone on Mary's grave but I would like the formal written permission of the Parish Council to send to Co-Op Memorials to have the gravestone moved and placed across both graves. In all other respects the gravestone, as I believe, is compliant with your rules and should not impact negatively in any way on the ease of maintenance of the graves.

I think it worth noting that my aunt has left £10K to the parish council for the upkeep of "the grave and gravestone of my late husband and of myself" – I would note the singular, she clearly saw it as one grave back in 2002 when the will was drawn up (and she was on the Parish Council for some years).

Your help in resolving this matter would be much appreciated.

Yours sincerely, Katharine Lewis



Options:

- 1) Allow the double headstone – which is a breach of regulations and will set a precedent. Do we change the regulations?
- 2) Allow as a one-off and see if owners of other headstones come forward, or address future requests as they arise?
- 3) Refuse as it breaches the Burial Regulations
- 4) Ask for a double base stone which straggles both graves, and we ask that grave numbers are put on the bottom each side?
- 5) Other?

AGENDA ITEM 9 – COMMUNITY GOVERNANCE REVIEW

Dear All

Following the approval of our Strategy Committee on 7th February, our second consultation on the recommendations of the Community Governance Review has now begun.

The following has been released to the press and is available on our website.

I would be grateful if you could forward to anyone who may be interested in responding to the survey (the link is below in the body of the text).

[A second public consultation has been launched to seek people's views on making changes to town and parish councils in Daventry District.](#)

It is being held as part of Daventry District Council's (DDC) Community Governance Review and asks people whether they agree with a series of recommendations for change. Alterations are being considered for 14 parish areas and include increasing or decreasing the number of parish councillors, boundary changes, a proposed merger and the creation of a new parish. The first public consultation took place in autumn last year and responses from this were reviewed by the Council's Community Governance Review Working Group in order to shape the draft recommendations. People living in the parishes concerned are now invited to comment on recommendations during a four-week public consultation launching today (Monday 25 February) and ending on Monday 25 March 2019. All the proposals can be viewed and commented on at www.daventrydc.gov.uk/parishreview. After this second consultation exercise, the final recommendations will go to Full Council in May, when councillors will also be asked to approve a Community Governance Review Order to make the changes. If approved, the new parish arrangements are due to come into effect on 1 April 2020. The areas affected by the proposals are: Daventry, Boughton, Byfield, Church with Chapel Brampton, Cottesbrooke, Creaton, Crick, Farthingstone, Guilsborough, Harlestone, Hollowell & Teeton, Kelmarsh, Kilsby, Lilbourne, Newnham, Norton, Overstone, Ravensthorpe, Spratton, Stowe Nine Churches, Weedon Bec, Welton, West Haddon, Winwick and Yelvertoft. Proposals for Brixworth and Great Oxendon have been withdrawn since the first consultation.

Best wishes and many thanks. Jane, DDC

AGENDA ITEM 11 – OPERATION LONDON BRIDGE

What is Operation London Bridge?

Operation London Bridge is the codename for the plan for what will happen in the days after the death of Queen Elizabeth II. The plan was originally devised in the 1960s and is updated several times each year. It involves planning from government departments, the Church of England, Metropolitan Police Service, the British Armed Forces, media and Royal Parks of London. Some key decisions relating to the plan were made by the Queen herself, although some can only be made by her successor after her death. The phrase "London Bridge is down" will announce the death of the Queen to the Prime Minister and key personnel, setting the plan into motion.

The Official Plan

The Queen's private secretary will be the first official to handle the news. The private secretary's first act will be to contact the Prime Minister, and civil servants will convey the phrase "London Bridge is down" using secure telephone lines. The Foreign Office's Global Response Centre, based at a secret location in London, will communicate the news to the governments of the 51 other countries that are part of the Commonwealth of Nations, of which the Queen is the Head. (Of the 51 other Commonwealth nations, 15 are additionally Commonwealth realms, of which the Queen is also head of state). The media would be informed via an announcement to the Press Association and the BBC through the Radio Alert Transmission System (RATS) and to commercial radio through a network of blue "obit lights" which will alert presenters to play "inoffensive music" and prepare for a news flash.

A footman would pin a dark-edged notice to the gates of Buckingham Palace. At the same time, the palace website would display the same notice. Parliament would be recalled. If possible it would meet within hours and the Prime Minister would address the House of Commons.

Immediately following the announcement, the Royal Mint would begin producing new coins and banknotes with the new Monarch's image on them, for issue upon his or her accession.

The day after the Queen's death, the Accession Council would meet at St James's Palace to proclaim the new Monarch. Parliament would meet that evening when MPs would swear allegiance to the new Monarch.

Different arrangements for moving the Queen's coffin are planned depending on where she dies. For example, if the Queen dies at Windsor Castle or Sandringham House, it would be moved by car to Buckingham Palace within a couple of days. If the Queen dies overseas, it would be brought by No. 232 (The Royal) Squadron to RAF Northolt and then by car to Buckingham Palace. If the Queen dies at Holyrood Palace or Balmoral Castle in Scotland, the coffin would first lie in repose at Holyrood Palace followed by a service of reception at St Giles' Cathedral in Edinburgh. Following this, the coffin would then be transported to Waverley Station and then taken by the Royal Train to London. In all cases the coffin would be taken to the throne room at Buckingham Palace. Four days after the Queen's death, it would be moved to Westminster Hall and lie in state for four days.

The State Funeral would be held at Westminster Abbey nine days after the Queen's death, after which her body would be buried in a prepared tomb at St George's Chapel, Windsor Castle.

What the PC needs to consider to consider

To consider:

- Mourning Protocol
- Flag Flying
- Book of Condolence Events during the period of Mourning
- Proclamation Day Dress Code
- Marking a Silence
- Other?
- Home Page of our website being over written with a black page carrying a portrait of HM Queen and a tab link to our normal home page. The website can be restored to normal the day after the Queen's funeral.