

January 13, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

January 13, 2020

Monthly Meeting of the Full Council

held on Monday 13th December 2020 at 7.30 p.m, at the
Community Centre, Bugbrooke.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Table of contents

In Attendance.....	2
Absent.....	2
Apologies were accepted from: Reason: Excluded from 6-month rule.....	2
PC/20/1/001 To Receive and Accept Apologies for Absence	2
PC/20/1/002 Declarations of Interest	2
PC/20/1/003 To consider whether the Register of Interest requires updating	2
PC/20/1/004 To sign and approve the minutes of the meeting held on 9 th December 2019.....	2
PC/20/1/005 Reports of issues previously raised.....	3
PC/20/1/006 Public question time	3
PC/20/1/007 District Councillors Update and Local Government Re-organisation	3
PC/20/1/008 Planning	3
PC/20/1/009 Electronic notification of Planning Applications.....	4
PC/20/1/010 Police & Neighbourhood Watch Matters	4
PC/20/1/011 Financial Matters	4
PC/20/1/012 Budget Report for the end of the Third Quarter	4
PC20/1/013 Accounts for payments	5
PC/20/1/014 Parish Matters.....	5
Monthly Inspection Sheets	5
Hedges/Trees/Fences/Walls	5
Footpaths	6
Emergency Planning/Pathfinder II Project	6
Street Lighting	6
Highways and Transport	6
Millennium Green	6
Patient Participation Group	7
PC/20/1/015 Vehicle Activated Sign	7
PC20/1/016 Parish Council 125 Year Celebration and 75 th Anniversary of VE Day	7
PC20/1/017 Bugbrooke Community Centre Grant Application.....	7
PC20/1/018 Permanent Location for Tommy.....	8
PC20/1/019 Parish Council Grants Applications Received	8
PC20/1/020 Meeting Dates for 2020	8
PC20/1/021 Date of Next Meeting	8
End of Minutes.....	8

Bugbrooke Parish Council

Agenda & Meeting Minutes

In Attendance

Councillor Mrs. Linda Pope, Chairman
Councillor John Bignell
Councillor Phil Bignell
Councillor Brian Curtis
Councillor Mrs. Teresa Garlick
Councillor Ian Gordon

Councillor Ken Gardner
Councillor Paul Henson
Councillor David Harries, BEM
Councillor Alan Kent
Councillor Catherine Parry
Councillor Des Morris
Councillor Terry Ward

County Councillor Adam Brown
Mrs S Bramley-Brown, Parish Clerk
Mrs N Palmer – Deputy Clerk
PCSO Matt Taylor

1 Member of the public

Absent

Councillor Ms Sarah Munday

Apologies were accepted from:
Councillor John Curtis, BEM

Reason:
Personal

Excluded from 6-month rule
Yes

PC/20/1/001 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above. The apology from Councillor Curtis was excluded from the six month rule.

PC/20/1/002 Declarations of Interest

Councillor Harries declared an interest in respect of Item 16 – Bugbrooke Community Centre.

PC/20/1/003 To consider whether the Register of Interest requires updating

No changes were recorded.

PC/20/1/004 To sign and approve the minutes of the meeting held on 9th December 2019

The minutes were signed and initialled by the Chairman as a true record.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/1/005 Reports of issues previously raised

The Chairman had previously requested Councillors to identify any areas of the village where additional litter bins were required. Councillor Morris proposed that the bin adjacent to the primary school play area should be replaced with a larger bin, as it was very often full, especially in the summer. Councillor Mrs Parry proposed the installation of a bin in the vicinity of the wharf, and it was suggested that the Clerk could explore the relocation of the primary school bin to the wharf.

PC/20/1/006 Public question time

No issues were raised by the member of the public.

PC/20/1/007 District Councillors Update and Local Government Re-organisation

Councillors Harries and Phil Bignell advised that SNC were awaiting the enactment of the relevant legislation for the formation of the new unitary authority and until that occurred now further action could be taken.

PC/20/1/008 Planning

Applications and Decisions

Two additional planning applications had been received after the agenda was issued and were both considered as a response was required before the next meeting.

Status	App No and Name	Location	Proposal	PC Comments
New	S/2019/2526/MAO	Land adjacent to the Five Bell, Church Lane	Outline planning application for residential development including means of access with all other matters reserved.	Application approved, subject to consultation on reserved matters and provision of various contributions by way of a S106 agreement.

Councillor Phil Bignell advised that the application for the conversion of the barns off Kislingbury Road, which had been discussed by the Parish Council at the December meeting, had been refused permission by SNC Planning committee.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/1/009 Electronic notification of Planning Applications

The Clerk reported that confirmation had been received that the new equipment had been ordered and would be delivered to the parish office in the near future. The Clerk and Deputy Clerk would be attending training for use of the new equipment on a date to be advised. Councillors were informed that as part of the new ways of working, after April all Councillors would be required to have email access to receive the Agenda and associated documents.

PC/20/1/010 Police & Neighbourhood Watch Matters

PCSO Matt Taylor had circulated his report with the agenda. Parking and dog fouling continued to be issues that were raised.

PC/20/1/011 Financial Matters

	A financial statement for the month ending 31 st December had been circulated with the Agenda, and the figures were as follows:-		
	Current Account as at 30.11.19		£77,717.71
	CCLA Deposit Fund as at 30.11.19		£40,000.00
	Total available		£117,717.71
	Less December Payments		£16,614.83
	Refund from Plusnet		£30.00
	Deposits (Interest)		£22.74
	Total funds at 31.12.19		£101,625.14

PC/20/1/012 Budget Report for the end of the Third Quarter

The Clerk had circulated a briefing note on the expenditure against budget for the third quarter of the 2019-2020 financial year. Expenditure against the majority of budget headings was within the forecasted figures and the Clerk expected this to be the same situation when the end of the financial year was reached at the end of March. Councillors attention was drawn to seven items of overspend – Insurance; Village Decoration (Hanging baskets); the MUGA; Parish office computer and broadband; KD 25 footpath link and the contingency fund. Generally the Parish Council was in a good financial position.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC20/1/013 Accounts for payments

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. The final column on the right details the powers which authorise the payments below:

To whom	Service rendered	Amount £	Vat £	Power used for payment
Southern Electric	December streetlighting supply - estimated	£415.00	£66.31	Highways Act 1980 s301
oNECOM	December Telephone and Broadband	£36.00	£6.00	Telecommunication Act 1984 S97
HM Revenue & Customs	Clerk PAYE (Deputy Clerk no PAYE or NIC due)	£14740		HMRC requirement
Mrs S Bramley-Brown	Clerk's salary – December less tax + expenses,	£884.55		Local Gov't Act 1972 S112
Mrs Nicola Palmer	Deputy Clerk's salary – December	£471.67		Local Gov't Act 1972 S112
DNH Contracts	December bins	£500.40	£83.40	Litter Act 1983 ss 5,6
Northants ACRE	Best Village Competition entry fee	£40.00		GPoC
Councillor Morris	Provisions for Santas visit	£227.69		GPoC
Kay Iqbal	Ratification of payment made in December – removal of graffiti from Butts Hill Bus Shelter	£40.00		Parish Councils Act 1957

RESOLVED:	It was proposed by Councillor Harries and seconded by Councillor Ward That these invoices are paid. Passed unanimously
------------------	--

PC/20/1/014 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for 3 areas. Councillors Henson and Phil Bignell were to submit theirs the following day.

Hedges/Trees/Fences/Walls

Overhanging hedges and trees were reported at the following:

Jubilee House = Councillor Henson reported that the vegetation was still overgrown. He was advised to deliver one of the new flyers to the premises.

Bugbrooke Parish Council

Agenda & Meeting Minutes

The Clerk advised that there had been a problem in getting the contractor to carry out the necessary work adjacent to the school playing field. The Chairman requested that he be given a time limit of the end of January to get the work completed and if this failed, then the work should be given to a different contractor.

Footpaths

It was reported that the hedge on KD 13 had been cut, but in doing so the contractor had also cut down the foot path sign (which was lying in the adjacent field) together with that for KW 21. The Clerk was requested to contact the Rights of Way officer at NCC.

The Chairman reported surface issues on KD13 and KD4 and the Clerk agreed to raise these with the Rights of Way Officer.

Emergency Planning/Pathfinder II Project

In the absence of Councillor Ms Munday the matter was deferred until the February meeting.

Street Lighting

The Clerk reported that the light at Campion gate should have been recommissioned and she was awaiting the quotation for a new light on the school playing field.

Highways and Transport

- A. Councillor John Bignell stated that the footway along Camp Hill from 36 – 46 had been damaged by HGV's delivering materials to the site at 44 Camp Hill. Councillor Harries advised that where damage occurred as a result of development, the applicant was required to make good the damage. The Clerk was requested to contact the Enforcement Team at SNC and Councillor Bignell was requested to take photographs of vehicles causing the damage when he saw them.
- B. Councillors have suggested that the 30MPH speed limit should be extended on Kislingbury Road, to include Knitters Bends. The Clerk was requested to include this on the agenda for February.
- C. The wooden bus shelter on High Street, close the Bakers Arms is constantly being reported as been rotten. An inspection had been carried out and the Clerk advised that the shelter was now beyond economic repair. Due to the width of the footway, it is only possible to have a canopy shelter and the Clerk had obtained a quotation from the bus shelter suppliers who provided the others in the village that were purchased 3 or 4 years ago. Councillors felt that as this was the centre of the Conservation Area they would like to explore the cost of replacing it on a like for like basis. The Clerk was requested to obtain quotations for the February meeting.

Millennium Green

Nothing to report.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Patient Participation Group

Councillor Mrs Garlick informed the Parish Council that the AGM of the group was to take place at the end of January and she would report back at the February meeting.

PC/20/1/015 Vehicle Activated Sign

The Deputy Clerk advised that Steve Barber had identified 23 possible locations for the VAS. He had provided a partially completed S50 Highways Act 1980 licence and advised that the fee for this would be £321.

RESOLUTION - It was proposed by Councillor Curtis and seconded by Councillor Kent that the Parish Council should authorise the Clerk to sign the Licence agreement and pay the licence fee, in preparation for the purchase of a VAS. Agreed unanimously.

PC20/1/016 Parish Council 125 Year Celebration and 75th Anniversary of VE Day

Councillor Gordon advised that no progress had been made in organising the event, and Councillor Mrs Garlick proposed that due to the short amount of time, that the two events be split and a new date agreed for the 125 year celebration, possibly for June/July. Both Councillor Gordon and Mrs Garlick agreed to progress both events on this basis. The Clerk was requested to send a short notice about the VE Day event, which would be held on the Millennium Green, to the February edition of Bugbrooke Link.

PC20/1/017 Bugbrooke Community Centre Grant Application

It was with the greatest pleasure, the Clerk announced that following her attendance at the Grants Panel meeting on 6th January where she gave a presentation on the need for the grant for the centre; she had been informed that SNC had awarded the Parish Council two grants – the first for £53,000+ to cover the latest costs of installing the play and outdoor gym equipment – and second up to £51,000 before VAT for improvements to the community centre. The grants panel were not willing to contribute toward the tarmacking of the car park. The formal offer letter for the play/gym equipment was expected to be received within a week and the confirmation of the community centre grant in mid February.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC20/1/018 Permanent Location for Tommy

Councillors had previously agreed that they needed to find a permanent location for Tommy. It had been suggested that a suitable location would be on the Waggon and Horses green, close to the village sign. Councillors Harries, Morris and Phil Bignell agreed to meet and identify the best location, and meanwhile the Clerk was requested to speak to NCC Highways, the owners of the land, regarding licencing.

PC20/1/019 Parish Council Grants Applications Received

Councillors had deferred a decision on an application from Bugbrooke FOBS pending receipt of appropriate quotations. At the time of the meeting nothing had been received and therefore the application was again deferred until February

PC20/1/020 Meeting Dates for 2020

The Clerk reported that the scheduled meeting date for April was Easter Monday. Councillors agreed to defer the meeting for a week, until Monday 20th April. As this would be the last meeting of the current council, the meeting would be followed by a social event.

PC20/1/021 Date of Next Meeting

Monday 10th February at 7.30. p.m.

There being no further business the Chairman closed the meeting at 8.43 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....