

October 14, 2019

Bugbrooke Parish Council

Agenda & Meeting Minutes

October 14, 2019

Monthly Meeting of the Full Council

held on Monday 14th October 2019 at 7.30 p.m, at the Community
Centre, Bugbrooke.

Bugbrooke Parish Council

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Monthly Meeting of the Full Council

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In Attendance

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

Councillor Ken Gardner
Councillor David Harries, BEM
Councillor Paul Henson
Councillor Alan Kent
Councillor Des Morris
Councillor Ms Sarah Munday
Councillor Terry Ward

Mrs S Bramley-Brown, Parish Clerk
Mrs N Palmer – Deputy Clerk

Mr Steve Barber, NCC Highways
3 Members of the public

Absent

| <i>Apologies were accepted from:</i> | <i>Reason:</i> | <i>Excluded from 6 month rule</i> |
|--------------------------------------|----------------|-----------------------------------|
| PCSO Matt Taylor | | |
| Councillor Mrs Catherine Parry | Personal | Yes |
| County Councillor Adam Brown | | |

PC/19/10/194 To Receive and Accept Apologies for Absence

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

PC/19/10/195 Declarations of Interest

Councillor Harries declared an interest in respect of Item 14– Millennium Green funding and Item 17 BSACCA Grant application.

PC/19/10/196 To consider whether the Register of Interest requires updating

The register did not require updating.

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PC/19/10/197 To sign and approve the minutes of the meeting held on 9th September 2019

The minutes of the meeting held on 9th September were approved, signed and initialled by the Chairman.

PC/19/10/198 Reports of issues previously raised

Councillor John Curtis reported that he had received a letter from Vohl, inviting Parish Council representatives to attend the official inauguration of the new Burgermeister on 28th October. Unfortunately, no Councillors would be available to attend, and the Clerk was requested to send apologies to the new incumbent.

The Chairman requested Councillor Phil Bignell to have a look at the streetlight provision in the vicinity of the school field.

PC/19/10/199 Public question time - 7.36pm - 7.45pm

Three residents attended the meeting and had come to express deep concern in relation to the planning application to be discussed, for an alternation to the opening hours for the village take-away. Concerns were expressed regarding light pollution; noise pollution – the extractor fan, people coming and going; litter in the area; road safety – inconsiderate parking; anti-social behaviour; loss of privacy; damage of the conservation area. Councillors noted the residents concern and were assured that these would be taken into consideration when the application was discussed.

PC/19/10/200 District Councillors Update

Councillor Phil Bignell had circulated an LGR update prior to the meeting. As yet the relevant legislation had still not been laid before Parliament because of the Brexit issues and that could potentially cause delays to the process. Elections were still scheduled to take place in May 2020 and would be for a 5-year term of office. It was anticipated that the SNC Council Tax for 2020-2021 would remain the same as the current financial year. Councillor Harries advised that the SNC accounts were awaiting sign off, but this had been delayed as a result of the county council accounts not having been signed off; they in turn had not been signed off due to changes in local government pension funding.

PC/19/10/201 Planning

Applications and Decisions

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| Status | App No and Name | Location | Proposal | PC Comments |
|--------|---------------------|---|---|-------------|
| New | S/2019/1843/F UL | The Old Crown Heyford Road | Variation of Con 2 – change windows from aluminium to UPVC | Approved |
| New | S/2019/1858/TP O | Conkers, 7 Quakers Close | TPO 15/1975 – Horse Chestnut – removed to ground level and replace with Ash | Object. |
| New | S/2019/1912/F UL | Bugbrooke Barns, Kislingbury Road | Conversion of brick agricultural buildings and rebuild elements to form two residential dwellings | Object |
| New | S/2019/1763 | 1a Great Lane | Variation of con 10 – alteration to allow extension to opening hours. | Object |

Councillors had a lengthy discussion around all the issues relating to the last application. Councillors were adamant that the condition should not be removed and that opening on Sunday should not be permitted. It was evident that the proposal set out in the letter from SNC was not the same as that contained in the application itself. On a vote of 9:2 with 2 abstentions it was agreed not to object to the extended Friday and Saturday opening. The Clerk was requested to contact SNC Environmental Health to support residents in their complaints regarding noise, smell and litter issues. The Clerk was also requested to write to the owners of the takeaway to request that they provide a litter bin outside the shop to try to alleviate some of litter issues and to clear up rubbish after closure.

It had been reported that a satellite dish had been installed at 20 West End without appropriate Conservation Area consent. The Clerk was asked to report the breach of planning rules to SNC.

PC/19/10/202 Electronic notification of Planning Applications

The Clerk had been advised that she was awaiting information from SNC.

PC/19/10/203 Police & Neighbourhood Watch Matters

PCSO Matt Taylor's report had been circulated with the Agenda. Once again there had been issues around parking in the village. The Clerk was requested to liaise with the PCSO in relation to his patrol routes.

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PC/19/10/204 Financial Matters

| | | |
|---|--|--------------------|
| A financial statement for the month ending 30th September was circulated at the meeting, and the figures were as follows: - | | |
| Current Account as at 31.8.19 | | £48,167.98 |
| CCLA 0Deposit Fund as at 31.8.19 | | £40,000.00 |
| Total available | | £84,951.54 |
| Less September Payments | | £7,639.78 |
| Uncleared Cheque | | |
| Deposits = Precept 2 nd tranche | | £53,000 |
| VAT reclaim | | £2,559.17 |
| Interest | | £23.76 |
| Total funds at 31.9.19 | | £132,894.69 |

PC/19/10/205 Half Year Budget Statement

The Clerk had circulated a statement with the agenda, setting out the council's expenditure against budget headings. No queries were raised.

PC/19/10/206 New Accounting Package

The Clerk had circulated a Briefing Note with the agenda, explaining that the current financial software package the council was using was now over 20 years old and following the Parish Office computer upgrade, the operating system would no longer support the package. The Clerk and Deputy Clerk had spent some time exploring various options and had been given two demonstrations of packages appropriate for local government use. The Clerks had identified which they felt was the most appropriate for their use and the cost of installation and training would be £385 per annum (+ VAT). This would be for a one-year contract and at the end of that time could either be renewed or not. They were also offering a service whereby they would input all the financial data for the current year to bring us right up to date at a cost of £150 + VAT.

RESOLUTION

It was proposed by Councillor Phil Bignell and seconded by Councillor Brian Curtis that the Clerk be authorised to purchase a new financial package and to take advantage of the data input service. The resolution was approved unanimously.

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PC/19/10/207 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 |
|--------------|----------------------------------|--|-------------|----------|---------------------------|
| I.B. | HMRC | Clerk PAYE | £147.60 | | HMRC |
| I.B. | Parish Clerk | September Salary | £920.15 | | LGA 1972 S112 |
| I.B. | Deputy Clerk | September salary | £471.67 | | LGA 1972 S112 |
| I.B. | DNH Contracts | August Dog and Litter | £489.60 | £81.60 | Litter Act 1983 S5,6 |
| I.B. I.B. | P W Warden Mowing | August Mowing | £636.00 | £106.00 | HA 1980 |
| I.B. | PFK Littlejohn | Annual review of governance and accountability – 2018/19 | £360.00 | £60.00 | LGA 1972 s112 |
| I.B. | RPM Reids Playground Maintenance | Replacement of Muga Basketball Hoops | £450.00 | £75.00 | Open Spaces Act 1906 |
| I.B. | Glasdon Ltd | New Litter4 bins for Kislingbury Road | £201.75 | £33.637 | Litter Act 1983 S5,6 |
| I.B. | R and G Kay Iqbal | Bus shelter cleaning - September | £100.00 | | Parish Councils Act 1957 |
| I.B. | K and J Hird Ltd | Installing, watering and re-rig 16 hanging baskets | £1,680.00 | £280.00 | GPoC |
| I.B. | Millennium Green Trust | Annual maintenance contribution | | £4000.00 | GPoC |
| I.B. | Inter County | Weed Spray round school playing field | £210.00 | £35.00 | GPoC |
| I.B. | Jeremy Collett | 3 rd Quarter support retainer | £300.00 | | GPoC |
| I.B. | Jeremy Collett | 4 th Quarter support retainer | £300.00 | | GPOC |
| I.B. | Jeremy Collett | PC Upgrade | £93.19 | | GPoC |
| | | | | | |

RESOLVED:

That these invoices
be paid

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PC/19/10/208 Annual Budget

The Clerk advised that a meeting of the Finance Committee would take place on Monday 21st October to prepare the draft budget for 2020-2021.

PC/19/10/209 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for four areas

The Clerk confirmed that the new bin previously requested for Kislingbury Road had been purchased and was awaiting installation.

Hedges/Trees/Fences/Walls

It was reported that no action had been taken in respect of the hedge at 23 High Street . The Clerk was requested to write to the owner/occupier again, but also to contact the Regulations Team on the basis of danger to road users.

4 West End – conifers

21 The Paddocks - The Clerk was requested to write to the owners.

Footpaths

BT Chamber outside 4 Levitts Road

Elm Tree Bank – shop side, large pothole.

Emergency Planning/Pathfinder II Project

Councillor Ms Munday confirmed that she was still endeavouring to find a suitable contractor.

Street Lighting

Clerk reported that the cost of re-instating the light at Campion school side gate would be £350.00 + VAT. Councillors requested that the Clerk wrote to the occupiers of the properties closest to the light to ascertain their views on the possibility of the re-instatement.

Highways and Transport

Councillors were updated on defects that had been reported to Fix My Street, but the Clerk urged individuals to also report issues directly, rather than through the Parish Council.

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Millennium Green

Nothing to report.

Patient Participation Group

Nothing to report.

PC/19/10/210 Vehicle Activated Sign

The Parish Council was address by Mr Steve Barber from NCC Highways, who explained the process and the various options available, and gave recommendations. Councillors agreed to form a new Working Party – consisting of Councillors Kent, Gordon, Morris, Phil Bignell, Brian Curtis and John Curtis - and to accept Mr Barber's offer to walk around the village with the group to make recommendations. The working party to report back to the November meeting.

PC/19/10/211 Celebration of the 125th Anniversary of Bugbrooke Parish Council

Councillor Gordon advised that he and Councillor Mrs Garlick were forming a committee to discuss possible dates and all details of the event, but that it was progressing. He had already received confirmation that Unusual Rigging would provide a stage for the event. They proposed that rather than holding individual events, the village should organise a picnic in the park type of event, similar to the one held in 2012. All Councillors were in favour of this and it was agreed that Councillors Gordon and Mrs Garlick would take the idea forward.

PC19/10/212 Annual Audit

The Clerk reported that she had been notified of completion of the external audit by PFK Littlejohn. No issues had been raised requiring the issue of an additional report. Councillors were requested to resolve to formally approve the finalised Annual Return and Annual Governance Statement. The Chairman thanked the Clerk for successfully steering the Parish Council another financial year.

RESOLUTION

It was proposed by Councillor Ward and seconded by Councillor Harries that the Parish Council approve the Annual Return and the Annual Governance Statement. Agreed unanimously.

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PC19/10/213 Bugbrooke Community Centre Grant Application

The Clerk advised that SNC had withdrawn the new application from the Grants Panel meeting until such time as the land registration had been completed. Councillor Harries, as Chairman of BSACCA advised that the application was ready to be submitted, but they had just been made aware of an issue relating to who would be registered as the Custodian Trustee, and thus the ultimate owner of the land. BSACCA as a charity are unable to hold land in their own right and therefore have to nominate a custodian trustee. For the majority of charities, this would be the Official Custodian, but under the terms of the Charity Commissioners Scheme dated 12th January 1994, Bugbrooke Parish Council is named as the Custodian Trustee. Solicitors acting on behalf of BSACCA had requested that the Parish Council provide a formal resolution confirming their willingness to continue as Custodian Trustee.

RESOLUTION

It was proposed by Councillor John Curtis and seconded by Councillor Alan Kent that the Parish Council should confirm its willingness to continue to act as Custodian Trustee for Bugbrooke Sports and Community Centre and that the registration of the land should proceed on that basis. The resolution was carried unanimously.

PC19/10/214 Grant Applications to Parish Council

The Clerk had circulated a slightly amended policy document which made it clear to applicants that the funding was only available to organisations within the parish. The amended wording was accepted by all Councillors.

Councillor Kent advised that following payment of a grant last year the Bugbrooke History group had now finalised a photographic history book, and that they would be printing 100 hundred colour copies. The Clerk confirmed that she had ordered one of the books for retention in the parish office.

PC19/10/215 Presentation of Poppy Wreath on Remembrance Sunday

As in previous years it was proposed that the Parish Council's wreath should be presented by a Councillor who had been a member of the forces. Councillor Ward kindly agreed to carry out the duty this year.

PC19/10/216 Parish Office Arrangements During Clerk's Absence

Councillors were informed that the Clerk would be away for the November meeting but that the Deputy Clerk would very ably hold the fort. The Agenda would be circulated prior to her

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departure and Councillors were requested to limit their requests for assistance to urgent items only.

PC19/10/217 Date of Next Meeting

The date of the next meeting is Monday 11th November 2019 at 7.30 p.m.

There being no further business the Chairman closed the meeting at 9.35 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....