

Bugbrooke Parish Council

Agenda & Meeting Minutes

March 14, 2016

Monthly Meeting of the Full Council

held on Monday 14th March 2016 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
PC16/3/041 To receive and accept apologies for absence.....	3
PC16/3/042 To receive declarations of interest in respect of matters on the agenda	3
PC16/3/043 To consider whether register of interests requires updating	3
PC16/3/044 To sign and approve the minutes of the meeting held on 8th February 2016	3
PC16/3/045 Report of issues previously raised	4
PC16/3/046 Public question time (7.43p.m. – 7.50p.m.).....	4
PC16/3/047 District councillors report and update	4
PC16/3/048 Planning.....	4
PC16/3/049 Police matters and neighbourhood watch	6
PC16/3/050 Playing fields and community centre.....	6
PC16/3/051 New extended millennium green and car park.....	6
PC16/3/052 Parish Environment Warden Report	6
PC16/3/053 Parish matters	6
Monthly Inspection Sheets.....	6
Hedges/Trees.....	7
Footpaths	7
Emergency Planning.....	7
Street Lighting.....	7

Bugbrooke Parish Council

Agenda & Meeting Minutes

Highways and Transport	8
Millennium Green	8
Parish Council Noticeboard at West End.....	8
Transfer of Services /Patient Participation Group.....	8
Proposed Placement of Seat on Elm Tree Bank	8
PC16/3/054 Transfer of Lane from Harrison Trust – Pilgrim’s Lane Spinney	9
PC16/3/055 Village Enhancement Contribution	9
PC16/3/056 Parish Council Website	9
PC16/3/057 Grant Funding Applications	9
PC16/3/058 Internal auditor’s report	10
PC16/3/059 Parish council allotment site.....	10
PC16/3/060 Financial matters	10
PC16/3/061 Accounts for Payment	10
PC16/3/162 DATE OF NEXT MEETING.....	13
End of Minutes	13

In Attendance

Chairman – Mr John Curtis, BEM
Councillor John Bignell
Councillor Phill Bignell
Councillor Robb Collett
Councillor Ken Gardner
Councillor Mrs Teresa Garlick

Councillor David Jeffery
Councillor Alan Kent
Councillor Mrs Catherine Parry
Councillor Mrs Linda Pope
Councillor Terry Ward

Sally Bramley-Brown – Clerk
County Councillor Joan Kirkbride

2 members of the public

Absent

Apologies were accepted from:

Councillor Mr Brian Curtis
Councillor David Harries, BEM
Councillor Brian King

Reason:

Personal
Personal
Personal

Excluded from 6-month rule

Yes
Yes
Yes

Bugbrooke Parish Council

Agenda & Meeting Minutes

Councillor Mrs Julia Richardson Personal Yes

PC16/3/041 To receive and accept apologies for absence

Apologies were received and accepted as above.

The Clerk had circulated a briefing note relating to the recording of apologies for absence, to indicate whether they exclude the Councillor from the vacation of office by failure to attend meeting six month rule. It was agreed that Councillors would continue to notify the Clerk of the reason for absence but this would not be made public at the meeting. Provided that the reason for absence was for holidays, medical, or other personal reason, the Clerk would advise the Parish Council that the absence should be excluded from the 6 month rule and would be recorded as such. If no reason for absence was offered, or it was deemed that the reason was not a valid reason for absence, then the Clerk would report the same to the meeting and the absence would not be excluded from the 6 month rule.

The apologies received from Councillors Curtis, Richardson, Harries and King were all accepted and excluded from the 6 month rule.

PC16/3/042 To receive declarations of interest in respect of matters on the agenda

Councillors Alan Kent, Terry Ward, John Curtis - Item 18 History Group Grant Application; and Councillor Mrs Linda Pope – Item 18 Rugby Club

PC16/3/043 To consider whether register of interests requires updating

(e.g. owing to a member having been elected to any local committees etc.). There were no changes to the register

PC16/3/044 To sign and approve the minutes of the meeting held on 8th February 2016

The minutes of the meeting held on 8th February were approved as a correct record of that meeting, and the minutes were duly signed and initialled by the Chairman.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC16/3/045 Report of issues previously raised

There were none.

PC16/3/046 Public question time (7.43p.m. - 7.50p.m.)

A resident expressed concern about access to the doctors' surgery for pedestrians and wheelchair users. Access is being impeded by people parking across the access point. It was confirmed that the Clerk had written to the surgery in January but to date had not received any response. The matter was to be discussed by Councillors under item 14G on the agenda. The resident was of the view that this would be valuable and assist with access.

County Councillor Mrs Kirkbride discussed the possible changes to local government in Northamptonshire. There were a number of options for NCC but that they did not wish to lose SNC to Oxfordshire.

She also referred to the recently released Ofsted report on Campion School. The school's new head had a difficult job with finances, there were more difficult children and discipline was a problem. Teacher morale was low and whilst process was being made, the school's reputation had diminished and students were now opting for Duston or Sponne in preference.

County Councillor Kirkbride also confirmed that all CCs had been asked to nominate a road which was in need of repair and she had nominated Smitherway.

PC16/3/047 District councillors report and update

Councillor Phil Bignell outlined the basis for the recently announced proposal for a unitary authority with Cherwell DC. SNC and CDC now had joint working across most departments. Central Government had indicated that they were not in favour of 2 tier authorities. There were now a number of different proposals being discussed and there were a considerable number of processes, including public consultation that would have to be completed before there was any change. The District/County Council structure as it is currently would not remain unaltered and that as the proposal were developed the District Councillors would report back to the Parish Council

PC16/3/048 Planning

Affordable Housing. The Clerk had written again to SNC Housing and was awaiting a response.

Planning applications and decisions for report. Two planning applications had been received

Bugbrooke Parish Council

Agenda & Meeting Minutes

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2016/0325/FUL Mr Evans	33 High Street	Two storey rear extension.	Approved
New	S/2016/0432/LBC Mr Foyer	Bugbrooke Downs House,	Oak framed conservatory, new staircase and door opening to first floor	Approved
New	S/2016/0431/FUL	Bugbrooke Downs House,	Oak framed conservatory, new staircase and door opening to first floor	Approved
	S/2016/00424/FUL Mr and Mrs Graham	Land at High Street/Ace Lane	Variation of condition to allow changes to lintel, sub cills and garage door, addition of rooflight and omission of garden retaining wall.	Approved
New	British Telecom	Kislingbury Road/Johns Road	Notification of installation of electronic communications BT cabinet PCP4	Noted
	S/2016/0202/TCA	75 High Street	Fell 1 robinia and remove roots.	Approved 23.2.16
	S/2015/0369/FUL	44 Camp Hill	Replacement dwelling	Refused 23.2.16

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC16/3/049 Police matters and neighbourhood watch

Notices had been circulated, where appropriate. The Clerk had been advised by the PSCO that she would attend with PC Powell after the half term. The Clerk had not received any further information.

PC16/3/050 Playing fields and community centre

Councillor Phil Bignell advised that the committee had met since the previous meeting, so there was nothing new to report. A tarpaulin had appeared on the grass close to the play area and Councillor Bignell agreed to ascertain why it was there and arrange removal if appropriate.

PC16/3/051 New extended millennium green and car park

The Clerk had obtained 3 quotations from three contractors for (1) the creation of a new path from the existing millennium green across the churchyard; KD10 and meandering round the glebe field to exit near Church Lane; (2) the complete tarmacking of the car park and (3) the partial tarmacking of the car park. Councillors were agreeably surprised at the cost of the complete tarmacking, and it was therefore agreed to disregard the quotations for the partial resurfacing. The Clerk had provided a comparison table for the various contractors and options.

RESOLVED: It was proposed by Councillor Ward and seconded by Councillor Kent that the Parish Council should resolve to accept the quotation from Charmac to create the new path and the complete tarmacking of the car park in the total amount of £23,263 + VAT. The Clerk was requested to arrange with Charmac for them to visit the site with the Chairman of BMGT and for the works to be carried out at the earliest opportunity.

PC16/3/052 Parish Environment Warden Report

A copy of the PEW report had been circulated with the Agenda. The NCC Highways Parish Enhancement Gang were to be requested to repair the verges as required.

The Chairman reported a littering problem that was occurring on a daily basis at the new bus shelter adjacent to Peace Hill. He had spoken to a group of Campion students who were travelling to Weedon on the service bus. They were walking from the school to the village shop and then on to the bus stop. It was agreed to request the Clerk to write to the Headmistress to request action be taken.

PC16/3/053 Parish matters

Monthly Inspection Sheets

Monthly inspections sheets were received for 4 areas.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Councillor Mrs Garlick advised that she had been approached by a resident whilst she was completing the inspection sheet to inform her that the garden wall of 1 Shepherd Walk was in a very unstable condition. The Clerk was requested to write to the owner to draw it to their attention.

Hedges/Trees

Hedge at 32 Pound Lane. NCC had advised that they did not intend to take any action in relation to the hedge, but residents were still expressing concerns. It was agreed that Councillor Mrs Parry would make a personal visit to the occupier to request that it be cut back.

Councillors Mrs Pope reported that the silver birch tree outside 41/43 Camp Hill required cutting back and Councillor Phil Bignell agreed to inspect and cut back as necessary.

Footpaths

Nothing to report.

Emergency Planning

Councillor Collett reported that during the recent heavy rains the brook had been at its highest since 1998. Large branches that had been cut back by a resident backing onto the brook had been washed down to the Church Lane bridge and created a blockage, which had almost resulted in flooding. It was agreed that the Parish Council would write to all the adjoining property owners to remind them that the banks should always be kept clear and not to dispose of any branches or other detritus onto the bank. All such matter should be disposed of in the bin provided or taken to the tip.

Street Lighting

- A. The Clerk had prepared an article for inclusion in the next edition of the Bugbrooke Link magazine, and which had been sent to the website. It invited comments from residents – to be received by end of April and to be discussed at the May meeting.

- B. A representative from Aylesbury Mains had attended and discussed the proposed changeover. His recommendation had been that rather than changing to LEDs, the Parish Council should consider changing to PLLs which are approximately half the cost of LEDs but have very similar benefits. In order for Councillors to be able to assess their potential, three lights had been fitted with PLLs in Moores Close. All Councillors had been requested to visit and view the alternatives in Moores Close and Ash Grove provide to the meeting. There was a general consensus that the PLL alternatives were as effective as the LEDs and it was therefore agreed that the Clerk be requested to obtain three quotations for the provision of PLLs.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Highways and Transport

1. The Clerk was requested to write to the Practice Manager – Mr Sam Masters, again about the issue of a footway access. The first point requiring clarification is who is the owner of the site.
2. It was agreed that the highway verge outside 1 Georges Avenue would be added to the Parish Mowing contract. The residents, who had maintained the verge for many years, but were now unable to continue to do so, were thanked for their efforts.
3. The Clerk had received advance notification of highway closures commencing 25th April along Kislingbury Road from Champion School to High Street junction with Church Lane. The Clerk was requested to put a notice of the closure on the Bugbrooke Friendly Facebook page.
4. The Parish Council was in receipt of a complaint about parking on the verge in Chipsey Avenue. The Clerk had been provided with details of the property involved and Councillors requested that she write to the owners to request that in future cars be parked in the road.

Millennium Green

The draft archaeological report had been received and circulated by email to Councillors where possible. One copy of the report had been printed and was available for Councillors. When the final report was received it would be made available generally to anyone who expressed an interest.

Parish Council Noticeboard at West End

The Clerk had received confirmation from SNHomes that they had no objection to the relocation of the noticeboard and accordingly the new board had been ordered. Councillors will be advised when it is to be delivered.

Transfer of Services /Patient Participation Group

Councillor Mrs Garlick advised that the next meeting was to take place on Monday 21st March and she would report back to the next meeting. She was also requested to raise the issue of the footpath link through the hedge.

Proposed Placement of Seat on Elm Tree Bank

The Parish Council had previously agreed to purchase a new seat to be located on the green. The seat had not been ordered as the Clerk had been waiting until NCC Highways had agreed and signed the necessary licence. Councillor Mrs Parry requested that the Parish Council reconsider the proposal in view of the possibility of a fish and chip shop opening behind the village shop. Some Councillors felt that this would encourage anti-social behaviour, however planning permission was granted some time ago for the proposal and Councillors had made a decision to provide a seat to enable people to sit on the green.

Bugbrooke Parish Council

Agenda & Meeting Minutes

RESOLVED: The Chairman took a vote and the decision to place a seat on the green was confirmed by a majority vote of 8/2

PC16/3/054 Transfer of Lane from Harrison Trust - Pilgrim's Lane Spinney

The Clerk advised that the transfer had been completed on 22nd January and was currently at the Land Registry for registration.

PC16/3/055 Village Enhancement Contribution

The Clerk was requested to obtain information relating to the provision of fitness equipment/older children's climbing equipment. It was also suggested that the Parish Council should consider providing a defibrillator for the village. This had been suggested some time ago, but Councillors had decided not to proceed with the idea. The Clerk was requested to obtain information for the next meeting. Potentially it could be located either in the old telephone box, or at the community centre, subject to the Management Committee approval.

PC16/3/056 Parish Council Website

The Parish Clerk had circulated a briefing note setting out the need for the Parish Council to have its own website to enable it to be able to have control of the content. It was agreed that the Parish Council should have its own website and the Clerk was requested to prepare a proposal for consideration at the next meeting.

PC16/3/057 Grant Funding Applications

1. Bugbrooke History Group for the purchase of a new filing cabinet - £105. Approved.
2. Tumbletricks for the purchase of equipment for pre-school children - £500 - Approved.
3. Friends of Bugbrooke Primary School – contribution towards provision of adventure play area. £500 – approved but to be sent a promissory letter subject to the rest of the funding becoming available.
4. Bugbrooke Pre-School - £500 toward £19.5K project to improve facilities. Councillors had previously indicated their general support for the project, but the application was deferred until June in order for the association to provide copies of the three quotation they had obtained and to indicate what fund raising they were doing.
5. The Bugbrooke Rugby Club had been granted £500 in December towards the cost of improving an outdoor food area. They had now advised that the club needed to provide a new hot water boiler (cost £1600) and requested that they be permitted to transfer the grant to this project. Councillors agreed that it was essential to be able to provide hot water and therefore agreed to the reallocation of the grant.

Bugbrooke Parish Council

Agenda & Meeting Minutes

- The Clerk had been notified by SNC that they had received an application from the Village Hall Pre-School in the sum of £19,420. This related to the same project that the pre-school were seeking a parish council grant for. In the circumstances the Parish Council reluctantly decided that it could not currently support the application for the reasons set out above.

PC16/3/058 Internal auditor's report

The Clerk had circulated a copy of the report with the Agenda. The Internal Auditor had recommended that the Parish Council should adopt a new Risk Assessment policy, and the Clerk had prepared this and also circulated it with the agenda.

RESOLVED: It was proposed by Councillor Mrs Parry and seconded by Councillor Ward that the Parish Council should adopt the new form of Risk Assessment Policy. The was resolved unanimously that the policy be adopted.

PC16/3/059 Parish council allotment site

The Clerk had reported that the Allotment Association needed to have drainage and water works carried out on the site, estimated to be between £1,000 and £1,500. The Parish Council had not incurred any costs in relation to the allotment during the current financial year and therefore there remained £250 in the budget for 2015/2016 and at the beginning of April there would be a further £250 from the 2016/2017 budget. It was agreed that a cheque for £500 be paid to the Allotment Association to assist with the cost of these works, but that no further contributions would be paid until 2017/2018.

PC16/3/060 Financial matters

A financial statement was circulated with the Agenda. The clerk reported that the bank balances were as follows:

Current Account as at 31.1.16		£103,535.30
Less February Payments		£ 2,251.97
Uncleared items	£57.39	
Total funds at 29.2.16		£101,283.33

PC16/3/061 Accounts for Payment

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:

Bugbrooke Parish Council

Agenda & Meeting Minutes

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
346	E.on	Unmetered Supply for January 2016	641.59	106.93	Parish Councils Act 1957 s3 Highways Act 1980 s301
347	Bugbrooke PCC	Payment towards maintenance of Ace Lane light	40.00		Parish Councils Act 1957 s3
348	HM Revenue and Customs	National Insurance contributions of 2015-'16	247.00		HM Revenue and Customs requirement
349	Bugbrooke Allotment Association	Contribution towards drainage and water works	500.00		Smallholdings and Allotments Act 1923
(I.B.)	HM Revenue & Customs	Tax - SBB February + NIC	£160.49		HM Revenue and Customs requirement
(I.B.)	BSACCA	Parish Office Rent and Room Hire	260.00		Local Gov't Act 1972 S112
(I.B.)	Aylesbury Mains	Repair of PL52, PL 20, PL 99, PL 37, PL 51 and PL 159	280.80	46.80	Parish Councils Act 1957, S3
(I.B.)	A.H,Contracts	February Bins	355.71	55.95	Litter Act 1983 s5,6
(I.B.)	Mrs S Bramley-Brown	Clerk's salary- February 2016 less tax - + mileage and expenses and overtime	907.30	£10.00	Local Gov't Act 1972 S112

Bugbrooke Parish Council

Agenda & Meeting Minutes

(I.B.)	Greenbarne s	New West End Noticeboard	2050.42	341.75	Local Gov't Act 1972 S111
(I.B.)	Browne Jacobson	Legal Fees arising from transfer of the Glebe Field - Final	1799.80	291.80	GPoC
(I.B.)	Browne Jacobson	Legal Fees arising from BMGT exchange of land - interim	1866.00	300.00	GPoC
(I.B.)	Glasdon	New litter bin for waggon and horses green.	329.56	54.93	Litter Act 1983, ss 5,6
(I.B.)	Peterborou gh Diocese c/o Carter Jonas	Annual rent for allotment site	300.00		Smallholdings and Allotments Act 1923
(I.B.)	Aylesbury Mains	Conversion of Moores Close to PLLs	438.00	73.00	Parish Councils Act 1957, S3
(I.B.)	Aylesbury Mains	Commissioning of PL 31	47.40	7.90	Parish Councils Act 1957, S3
	BSACCA	Ratification of payment made in February – contribution to cost of fencing along KD10	1000.00		General Power of Competence
(I.B.)	Office Depot	Ratification of payment made in February – stationery for Parish Office	42.34	7.066	Local Gov't Act 1972 S111
	Parish Online	Ratification of payment made in February – on line mapping service annual fee	50.40	8.40	Local Gov't Act 1972 S111

Bugbrooke Parish Council

Agenda & Meeting Minutes

	RESOLVED:	That these invoices be paid
	ACTION:	Clerk

PC16/3/162 DATE OF NEXT MEETING

Monday 11th April 2016 at 7.30 p.m.

There being no further business the Chairman closed the meeting at 9.41 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....