

Bugbrooke Parish Council

Agenda & Meeting Minutes

April 11, 2016

Monthly Meeting of the Full Council

held on Monday 11th April 2016 at 7.30 p.m, at the Community Centre, Bugbrooke.

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Monthly Meeting of the Full Council

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In Attendance

Chairman – Mr John Curtis, BEM
Councillor John Bignell
Councillor Phill Bignell
Councillor Brian Curtis
Councillor Ken Gardner
Councillor Mrs Teresa Garlick
Councillor David Harries

Councillor David Jeffery
Councillor Alan Kent
Councillor Brian King
Councillor Mrs Catherine Parry
Councillor Mrs Linda Pope
Councillor Mrs Julia Richardson
Councillor Terry Ward

Sally Bramley-Brown - Clerk

3 members of the public

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Absent

<i>Apologies were accepted from:</i>	<i>Reason:</i>	<i>Excluded from 6-month rule</i>
Councillor Robb Collett	Personal	Yes
County Councillor Joan Kirkbride	Personal	

PC16/4/063 To receive and accept apologies for absence

Apologies were received and accepted as above.

The apology from Councillor Collett was to be excluded from the six month rule

PC16/4/064 To receive declarations of interest in respect of matters on the agenda

No declarations of interest were made.

PC16/4/065 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

PC16/4/066 To sign and approve the minutes of the meeting held on 14th March 2016

The minutes of the meeting held on 14th March were approved as a correct record of that meeting, and the minutes were duly signed and initialled by the Chairman.

PC16/4/067 Report of issues previously raised

Councillor Kent recorded the History Society's thanks to the Parish Clerk for her assistance in obtaining a new filing cabinet and disposing of the old one. All the documents are being catalogued and will be returned to the Parish Office shortly.

PC16/4/068 Public question time (7.56p.m. - 8.03p.m.)

A resident expressed concern about the size and depth of a large pothole on Johns Road. The Clerk was requested to report this to NCC Highways.

The Clerk read an email received from a resident with regard to parking around the junction of Pilgrims Lane and Camp Hill/High Street, and about the risk fireworks represent to owners of a

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thatched cottage. The Clerk was requested to speak with the owner of the pet store to request that whenever possible delivery lorries park on the opposite side of the road, rather than on the corner.

PC16/4/069 District councillors report and update

Councillor Harries reported that with the upcoming Police and Crime Commissioner election approaching, SNC were now in a period of “Purdah”. The Parking consultation period had just commenced and requested that this be an item on the next agenda.

PC16/4/070 Proposal to amend working arrangements for snc

Councillor Harries reported that SNC is still a long way from a decision, but that the council would be allocating funding to explore different options. Consultation with residents will take place in one form or another in due course.

PC16/4/071 Planning

- A. The Clerk had received an invitation for Councillors to attend a briefing session on the “Options” element of the Local Plan. Councillors John Curtis, Julia Richardson and Catherine Parry indicated they wished to attend and the Clerk was to book places for all three.
- B. The Clerk had received a response from SNC Housing and the letter had been circulated with the agenda. The Clerk was requested to thank them for their response and to advise that further social housing was to become available at Peace Hill and that the Parish Council expected all five dwelling to be taken by Bugbrooke residents.
- C. Appointment of a Planning Councillor. Last year it was agreed to have a nominated Councillor who would examine all planning applications and report back to the Parish Council with recommendations. Councillor Brian Curtis had carried out this role very successfully for the past year and it was agreed that it should now be passed to Councillor Mrs Catherine Parry for the next 12 months.

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

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2016/0642/FUL	75 High Street	Two storey rear extension, new garage	Approved. Windows facing

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			with car port and removal of existing garage.	neighbouring property to be obscured.
New	S/2016/0620/FUL	29 Georges Avenue,	Two storey side extension	Approved – Matching materials
	S/2016/0372/TLN	Kislingbury Road adjacent 1 Johns Road	Installation of electronic communications to install BT cabinet floor	Permitted development
	S/2016/00325/FUL	33 High Street	Two storey rear extension.	Approved 30.3.16
	S/2016/0187/ADV	Bugbrooke Cricket Club	10m flagpole flying club flag adjacent to pavilion	Approved 18.3.16
	S/2015/1573/MAF	Land off Peace Hill	Residential development of 17 dwellings	Approved 31.1.16

PC16/4/072 Police matters

Notices had been circulated, where appropriate. Councillors were advised that following the last meeting, when a littering problem had been identified as being caused by Campion pupils waiting for the service bus to Daventry, the Clerk had delivered a letter to the Head Teacher who took appropriate action. However, on 21st March at around the time that students had previously been seen at the bus stop, one of the toughened glass panels of the shelter was smashed. The Clerk had photographed the damage and notified the school, the police and the insurance company. However the cost of replacing the panel, at £225 + VAT, it falls below the Parish Council's insurance excess and therefore no claim can be submitted. The Clerk reported that she had held various conversations with the police officer investigating the matter, and at one stage it was thought that it may be possible to identify the culprit/s. The police had now advised that despite interviewing four boys at the school no one had been identified as carrying out the damage and without identification evidence it was not possible to take it further. However, the school had done all it could. The police have provided a copy of the letter sent by the school and the names of the four boys who were interviewed.

Councillors agreed to authorise replacement of the panel on this occasion.

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PC16/4/073 Playing fields and community centre

Councillor Harries advised that the lease with the rugby club had now been completed. The local history group had carried out a survey on the new rugby pitches and found what is believed to be signs of a previous construction on the site. Further, non-intrusive investigations will take place when the rugby season has ended.

It was reported that two additional panels in the youth shelter had been vandalised and as a result had been removed. This meant that out of the original 8 panels only 5 remained. Councillors unanimously agreed to continue with a policy of not replacing the panels.

PC16/4/074 New extended millennium green and car park

The Clerk reported that the car park resurfacing works and the creation of the new path would commence on 9th May. The car park would be closed for 2 weeks, and Rev. French had been notified and requested to inform churchgoers. Councillor Harries is to close the car park off on the evening of Sunday 8th May. Councillors Harries and John Curtis and the Clerk had met with the appointed contractor and marked the route of the new path with yellow paint. Councillors were invited to visit the Glebe Field and view the route. Councillor Harries noted that as yet the trustees had not received a formal request from the Friends of the Church to use the Glebe Field for their annual fete.

PC16/4/075 Parish Environment Warden Report

A copy of the PEW report had been circulated with the Agenda.

In accordance with the provisions of Public Bodies (Admissions to Meetings) Act 1960 S 2-3 the Parish Council RESOLVED to exclude members of the public during discussion of this item due to the personal nature of the issues to be discussed.. (The item was deferred to the end of the meeting to avoid inconvenience to members of the public)

The six month trial period of the appointment of a Parish Environment Warden had ended and it was proposed by Councillor Kent and seconded by Councillor Mrs Pope that the appointment should continue for a further 6 months. Councillor Harries proposed an amendment that the role of Parish Environment Warden should continue for a further 12 months, to be reviewed in April 2017 and this was seconded by Councillor Phil Bignell. The amendment was carried by a vote of 10:4. In future the PEW report for the Bugbrooke Link is to be submitted to the Clerk at least one week before the deadline date and the Clerk is to remove any comments that may affect the standing of the Parish Council. It will then be for the Clerk to forward the article to the editor, not PEW. It is to be made clear that the PEW is not a Parish Councillor and unless specifically authorised to do so, cannot represent the Parish Council. Issues relating to outside providers are to be referred to the Clerk.

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PC16/4/076 Parish matters

Monthly Inspection Sheets

Monthly inspections sheets were received for 3 areas.

Hedges/Trees

Hedge at 32 Pound Lane. Councillor Mrs Parry had spoken with the tenant who advised that he had informed the landlord who had said he would carry out the necessary works but had failed to do so. The Clerk was requested to write to the tenant to request the landlord's contact details, in order to offer that the PEW removes the hedge for them.

Footpaths

Councillor Mrs Richardson reported that the stile on the footpath leading from the end of The Paddocks was being replaced with a kissing gate.

Emergency Planning

In the absence of Councillor Collett the matter was deferred to the next meeting.

Street Lighting

- A. The Clerk's article had been published in the Link, and someone had posted it on the Bugbrooke Facebook page. The Clerk had received a number of comments, all of which were favourable. The closing date for comments was 30th April and comments would be collated and presented to the May meeting.
- B. The Clerk was seeking to obtain the necessary quotations for the PLLs

Highways and Transport

1. The Clerk had received a response from the Practice Manager which had been circulated with the agenda. This made it clear that the doctors were against the creation of a pedestrian access way through the hedge on ground of safety for both users and staff. Councillors reluctantly decided that in the circumstances they could do no more in respect of this issue.
2. It had been reported that it was intended to patch and resurface part of Pilgrims Lane from its junction with High Street/ Camp Hill to its junction with Meadway in late June 2016. Councillors expressed concern that in fact much of the worst potholing was beyond Meadway and requested that the Clerk contact NCC Highway to ask that the additional length of Pilgrims Lane be included in the works.

Millennium Green

Councillor Harries advised that the trustees were planning to hold a quiz night in September to raise funds for the Millennium Green.

Parish Council Noticeboard at West End

The Clerk reported that the board had been delivered and hoped that it would be erected very soon.

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Transfer of Services /Patient Participation Group

Councillor Mrs Garlick advised that the next meeting was not to be held until July. She had requested that the surgery notify people of the blood taking service available at NGH - opening times etc. It was planned to hold an open event to encourage patient participation and she had requested that this information should also go in the Link magazine.

Proposed Placement of Seat on Elm Tree Bank.

Councillor Mrs Garlick advised that the next meeting was not to be held until July. She had requested that the surgery notify people of the blood taking service available at NGH - opening times etc. It was planned to hold an open event to encourage patient participation and she had requested that this information should also go in the Link magazine.

Bugbrooke Aqueduct

Councillor Harries reported that he had held lengthy discussions with a resident regarding the condition of the two aqueducts. In consequence he had written to CRT and they in turn had responded and advised that the structures were inspected regularly.

PC16/4/077 Parish Council Website

The Clerk reported that she had ascertained that the options available were to purchase an “off the shelf “ website or to have one built specially. The cost was about the same whichever option was selected and estimated to be between £1,000 and £1,250. The Clerk was requested to proceed with obtaining quotations for a new dedicated Parish Council website, to be presented to Councillors at the May meeting.

PC16/4/078 Provision of a defibrillator

The Parish Clerk had advised that the cost of the purchase and installation of a defibrillator for the village would be about £1,200. The Clerk had held various discussions with the East Midlands Ambulance service as to the best location in the village for the equipment, and it was to be between the telephone box on Elm Tree Bank and on the outside of the community centre. She was waiting for EMAS to contact with their views. However, the price of the defibrillator was currently a special offer at £999.

RESOLVED : It was agreed by a unanimous vote to purchase the equipment for the village and to finalise its location as soon as possible. The BSACCA representatives were asked to include the matter on the next agenda for discussion to formally give consent, if that is deemed to be the best location.

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PC16/4/079 NCALC questionnaire

All Councillors had been provided with a copy of a questionnaire from Northants CALC. Those who had received it by email were requested to complete it on line and those who had received a paper copy were requested to complete it and return it to the Clerk at the earliest opportunity. Councillors were advised that it was important for the future development of this representative body that as many Councillors as possible responded to the survey.

PC16/4/080 Financial matters

An end of year financial statement had been circulated with the Agenda. The clerk reported that the figures for the 2015/2016 financial year were as follows:-

Current Account as at 31.3.16		£59,458.29
CCLA Deposit Fund as at 31.3.16		£30,000.00
Total available.		£89,458.29
Breakdown of Figures		
Balance brought forward at 1.4.2015	£97,649.50	
Precept for 2015/2016	£64,000.00	
All other receipts for 2015/2016 including S106 contribution	£16,684.55	
Vat Reclaim	£ 7,849.19	
Total funds available for 2015/2016	£186,183.24	
Reserves – Glebe Field Project		£40,000.00

PC16/4/081 Annual Expenditure against Budget Headings

The Clerk had circulated a year-end report on budget expenditure for 2015/16. The budget was underspent by £20,756.81 but this was primarily due to the delay in the completion of the transfer of land from the diocese. The Parish Council was to commence the new financial year in a strong financial position. The emergency reserve was now earning interest; funding for the street lighting project would be sought from elsewhere and where possible increases had been anticipated and incorporated into the 2016./17 budget.

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PC16/4/082 VAT Reclaim

The Clerk reported that a VAT reclaim in the sum of £3,499.16 had now been received from HMRC.

PC16/4/083 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:

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
D.D.	Southern Electric	Unmetered Supply for March 2016	509.43	84.91	Parish Councils Act 1957 s3 Highways Act 1980 s301
D.D.	CT Finance	Parish Office photocopier rental	216.40	36.07	Local Gov't Act 1972 S111
350	Mr Peter Wilkins	Village Repairs – Dog Bin Install	50.090		Litter Act 1983 s5,6
351	Peter Warden Environmental	March Mowing	304.80	50.00	Highways Act 1980 S96
(I.B.)	HM Revenue & Customs	Tax - SBB March + NIC	199.69		HM Revenue and Customs requirement
(I.B.)	A.H,Contracts	March Bins	335.71	55.95	Litter Act 1983 s5,6
(I.B.)	Mrs S Bramley-Brown	Clerk's salary– March 2016 less tax - + mileage and expenses	793.70		Local Gov't Act 1972 S112

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(I.B.)	Buckinghamshire Law Plus	Legal fees relating to transfer of pilgims lane spinney	720.00	120.00	Local Gov't Act 1972 S112
(I.B.)	PW and MC Building Services	Removal of old bin and installation of new at Waggon and Horses Green	180.00	30.00	Litter Act 1983 s5,6
(I.B.)	Eurooffice	Filing cabinet for use by History Society	117.59	19.60	Local Gov't Act 1972 S112

	RESOLVED:	That these invoices be paid
	ACTION:	Clerk

PC16/4/084 DATE OF NEXT MEETING

Monday 9th May 2016 at 7.30 p.m.

This will be the annual meeting of the parish council to elect the chairman and vice-chairman and re-adopt all council policies

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

End of Minutes

CHAIRMAN:.....

DATE:.....