

# Bugbrooke Parish Council

Agenda & Meeting Minutes

July 11, 2016

## Monthly Meeting of the Full Council

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

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

# Monthly Meeting of the Full Council

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### In Attendance

councilor John Bignell  
councilor Phill Bignell  
councilor Robb Collett  
councilor Brian Curtis  
councilor Ken Gardner  
councilor Mrs Teresa Garlick  
councilor David Harries

councilor David Jeffery  
councilor Brian King  
councilor Mrs Catherine Parry  
councilor Mrs Linda Pope  
councilor Mrs Julia Richardson  
councilor Terry Ward

Sally Bramley-Brown - Clerk  
County councilor Joan Kirkbride

4 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>
councilor Alan Kent	Personal	Yes

### PC16/7/134 To receive and accept apologies for absence

Apologies were received and accepted as above. The apology from councilor Alan Kent was excluded from the six month rule.

### PC16/7/135 Declarations of interest

councilor Collett declared an interest in respect of Item 14 – New Parish Council Website

councilor Ward declared an interest in respect of item 6(G) – Planning, Land adjacent to 3 The Paddocks

councilor Harries declared an interest in respect of item 17 (D) payment to Mrs R Harries

### PC16/7/136 To sign and approve the minutes of the meeting held on 13<sup>TH</sup> June 2016

The minutes of the meeting held on 13<sup>th</sup> June were approved as a correct record of that meeting and were duly signed and initialed by the Chairman.

### PC16/7/137 Reports of issues previously raised

An issue had previously been raised in relation to the wheelchair access to the doctors surgery from the footpath leading from the primary school. This had previously been raised earlier in the year and the Clerk was requested to write to NCC to pursue the matter.

### PC16/7/138 Public question time 7:37 - 7:47 P.M.

County councilor Mrs Kirkbride advised that the construction of the new County Hall should be complete by the end of the year and that John Dryden House had been sold. councilor Harries raised an issue regarding school places provision and requested CC Kirkbride to pursue and report back. It is proposed that there will be three separate large developments around Harpole but that no site has been identified for the location of a new secondary school. The county needs four additional secondary schools which need to be on stream by 2019 but as yet no sites have been identified.

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A resident wished to know if there were any restrictions on people exercising their dogs on the Millennium Green/Glebe Field – i.e. did dogs have to be kept on a lead. Councillors Harries advised that the Millennium Green Trustees would look at the issue.

It was reported that a small white van had been parked in Chipsey Avenue (4/6) for the last five months without being moved. Apparently the vehicle was MOT'd and taxed but not insured. The Clerk was requested to contact the police regarding having it removed.

### PC16/7/139 Planning

- A. SNC Local Plan Consultation – no further information available.
- B. The Clerk was requested to write again to SNC regarding the Parking Consultation.
- C. The Old Crown, Heyford Road. councillor Mrs Parry and the Clerk had met with the owner of the Old Crown, who wished to consult with the Parish Council regarding his proposal for converting the large barn at the property into residential accommodation. The Clerk was requested to inform the owner that in principal the Parish Council would not have any objection to such a proposal provided that the character of the building was retained and recommend that he sought pre-application advice from the planners at SNC.
- D. Sustainability Appraisal Consultation. It was agreed that the Development Working Party should meet as soon as possible to formulate the Parish Council's response in order for it to be discussed at the next meeting and allow submission prior to the closing date.
- E. Johns Road Development – Public Open Space and Children's Play Area.
- F. The Clerk confirmed that the children's play area was now open for use and that works were being undertaken on the POS. The Clerk had met with a Persimmon representative who had confirmed that neither of the POS areas or the play area were to be transferred to the Parish Council, but rather they were to be passed to a management company.
- G. Planning Applications and Decision.

### Planning Applications and Decision

STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2016/0845 /FUL  Mr and Mrs Feasey	Land adjacent to 3 The Paddocks	One detached dwelling	Previous application withdrawn. Current application took note of previous comments

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New	S/2016/1442 /FUL  Mr and Ms Sgoluppi	14 The Paddocks	Two storey extension, replacement garage and studio	<p>1.This would be over-development of the site, in that the proposed extension would not be subservient to the existing building.</p> <p>2. The proposal is of a contemporary style and not in keeping with the rest of the estate or the house it would be attached to which are 1960/70's style</p> <p>3.The proposal would be only 84 metres from the church which is a Grade II* listed building and the height and the form of the new structure would not enhance the setting</p> <p>4.The site lies within the area identified as having a potential to flood. The applicants have endeavored to overcome this by raising the height of the extension. However, the effect of this is to also increase the eve height, increasing the adverse impact of the design.</p> <p>5.The proposed materials are inappropriate in the location and would further adversely affect the aesthetic appearance of the area.</p> <p>6.Three previous applications for smaller extensions on the same site have all been refused.</p> <p>7.When the area of The Paddocks was initially developed, the Parish Council requested that the view of the church from the High Street be maintained, and this request has so far always been upheld by SNC.</p>
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### PC16/7/140 Annual audit

The Clerk reported that the external auditor had raised two queries and had been provided with suitable responses. Councilors would be notified when the audit was completed.

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### PC16/7/141 Police and neighborhood watch matters

Various notices had been circulated as appropriate. The Clerk reported that the flower planted on the Heyford Road had been damaged by a vehicle. A number plate had been found beneath the planter and the police requested to provide details of the name and address of the registered keeper of the vehicle. The police had advised that the vehicle had been stolen and later found abandoned in Bugbrooke and therefore the owner was not responsible for the damage.

### PC16/6/142 Playing fields and community centre

The Clerk reported that in response to a proposal to install a fitness trail on the community centre playing field, only 19 responses had been received from across the village as a whole. Of the 19, 6 were in favor of the proposal and the other 13 felt that the money would be better spent elsewhere. Councilors agreed not to pursue the idea and to consider alternative ideas.

### PC16/6/143 Parish council vacancy and parish environment warden

It was proposed by Councilor Phil Bignell and seconded by councilor Ward that these two items should be dealt with as a confidential item from which the public and press were excluded. The proposal was agreed unanimously and the items were deferred to the end of the meeting.

### PC16/6/144 Parish environment warden report

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

### PC16/6/145 Parish matters

#### Monthly Inspection Sheets

Monthly inspections sheets were received for four areas.

#### *Hedges/Trees.*

Hedge at 32 Pound Lane. The Clerk advised that NCC Highways had confirmed that their Regulations Team were now dealing with the matter.

The following properties were identified as having overhanging trees and shrubs: -

31 Chipsey Avenue - Back leading onto school footpath

90 Chipsey Avenue - Back leading onto school footpath

84 Chipsey Avenue - Front

39 Tibbs Way - Back overhanging jitty from Pound Lane to CC

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35 Tibbs Way - “

### *Footpaths*

There is damage to the footway surrounding a BT manhole at the West End cross road – Clerk to contact BT to arrange repair.

### *Emergency Planning*

Nothing to report.

### *Street Lighting*

The Clerk confirmed that she had received confirmation from SNC Grants panel that the Parish Council had been awarded a grant of £12,000 towards the street lighting project and consequently had requested Aylesbury Mains to provide a start date for the project.

### *Highways and Transport*

Repairs to Smither Way were to commence on 12<sup>th</sup> July.

The Clerk was requested to write to the owner of 1 Church Lane and request that when the works currently being undertaken at his property had been completed, that the Waggon and Horses green be re-instated after the placing of a skip and parking vehicles associated with the works, on the grass.

### *Extended Millennium Green and Car Park*

The Clerk advised that the new bins had been ordered and their locations agreed with the MG Chairman. The two seats were due to be delivered the week after the meeting and PW and DC Builders had kindly agreed to oversee the delivery and secure the benches immediately. The Clerk confirmed receipt of the final report.

### *Transfer of Services /Patient Participation Group*

councilor Mrs Garlick reported that a meeting had taken place on 27<sup>th</sup> June. The surgery was to hold an “open” event on 12<sup>th</sup> October between 5 and 6.30 p.m. entitled “ Day in the Life of the Surgery”. Notification of the event will be via Bugbrooke Link and social media.

### *West End Bus Shelter*

The new litter bin had been ordered

### *Parking on Grass Verge in Pilgrims Lane*

The Clerk had received a complaint from a Pilgrim’s Lane resident regarding the owner of a vehicle with a large trailer parking on the grass verge at the end of Pilgrims Lane making it difficult to exist the neighboring property. Councilors discussed the issue but decided, that whilst parking on the grass verge was undesirable, in this instance it was better than the vehicle being parked on the road and therefore no action should be taken.



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### *SNC Chairman's Volunteers Tea Party*

The Clerk advised that she had received notification that the Parish Council were invited to nominate 3 volunteers to attend the tea party. Councillors were requested to have nominations ready for the next meeting.

### PC16/6/146 Parish council mowing contract.

The Parish Council Mowing Contract was due to be reviewed in the Autumn, but in preparing the necessary documentation the Clerk had established that the current mowing plan was out of date. All Councillors were handed a set of 5 plans, which were marked in red to indicate the current mowing contract plan and all Councillors were requested to walk around the village and mark on the plans areas which were currently marked up but should be excluded, or areas which should be included and are not currently marked. Councillors were requested to return the marked plans at the August meeting.

### PC16/6/147 Parish council website

The Clerk reported that no adverse feedback had been received and development was progressing.

### PC16/6/148 Provision of a defibrillator

The Clerk reported that she had been informed by the Practice Manager that the surgery were happy for the defibrillator to be installed on the outside of the building. She had met with the practice manager and the electrician and works to install the cabinet were to begin as soon as possible.

### PC16/6/149 Twinning

The Chairman confirmed that the Bürgermeister had agreed to present a plaque on behalf of Bugbrooke at the celebrations in September.

### PC16/6/150 Financial matters

A financial statement for month ending 31<sup>st</sup> May had been circulated with the Agenda, and the figures were as follows:-

A financial statement for month ending 31 <sup>st</sup> May had been circulated with the Agenda, and the figures were as follows:-		
Current Account as at 31.5.16		£88,893.03
CCLA Deposit Fund as at 31.5.16		£30,000.00

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Total available.		£ 118,893.03
Less June Payments	£34,024.37	
Less uncleared payments	£711.08	
Plus deposits		£11.50
Total funds at 30.6.16		£88,169.08

### PC16/6/151 Budget report

The Clerk had prepared an expenditure against budget headings report for the first quarter of the financial year. This demonstrated that in most cases spending was on target, but that various items had been purchased for which there was no budget.

### PC16/6/152 Remembrance day poppy wreath.

As in previous years, the Clerk sort authority to order a wreath for the event from the Royal British Legion. The wreath itself cost £20 and in past years the Parish Council had made a donation of £5, the Clerk proposed that this be increased to £10 and this was agreed unanimously.

### PC16/6/153 Accounts for Payment

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
D.D.	Southern Electric	Unmetered Supply for June 2016	509.67	83.10	Parish Councils Act 1957 s3 Highways Act 1980 s301
D.D.	CIT Finance	Photocopier rental	216.40	36.07	Local Gov't Act 1972 S112
358	Peter Warden	June Mowing	627.60	104.60	Highways Act 1980 S96

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	Environment al				
359	Mrs R Harries	Plants for village flower planters	52.96		Local Gov't Act 1972 S142
(I.B.)	HM Revenue & Customs	Tax - SBB June + NIC (38.48)	252.88		HMRC requirement
(I.B.)	A.H,Contract s	June dog and litter Bins	335.71	55.95	Litter Act 1983 s5,6
(I.B.)	Mrs S Bramley-Brown	Clerk's salary– June 2016 less tax - + mileage and overtime	813.08		Local Gov't Act 1972 S112
(I.B.)	R and G Landscaping	May mowing for cricket field	1,377.53	£229.59	Open Spaces Act 1906 S6
(I.B.)	Greenbarnes	2 noticeboards for Millennium Green.	2,958.50	493.08	General Power of Competence
(I.B.)	Sudden Adult Death Trust	Defibrillator Cabinet	335.00		General Power of Competence
(I.B.)	Playsafety	Play area annual inspections	239.40	39.90	Open Spaces Act 1906 S9 and 10
(I.B.)	Aylesbury Mains	PL91 Homestead Drive	£51.96	8.66	Parish Councils Act 1957 S3
	Mrs S Bramley-Brown	Ratification of payment made in June – underpayment of salary in May	45.84		Local Gov't Act 1972 S112

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	<b>RESOLVED:</b>	That these invoices be paid
	<b>ACTION:</b>	Clerk

### PC16/6/154 Date of next meeting

Monday 8<sup>th</sup> August at 7.30 p.m.

### PC16/6/155 Parish councilor vacancy

Four applications had been received from resident to fill the vacancy left by Mrs Richardson. Mr Paul Henson, Mr Nick Howard, Ms Maddeline Langthorne and

Mr Des Morris. All Councilors were provided with copies of each of the resumes and thereafter three secret ballots were carried out with each councilor voting for their selected candidate.

The candidate with the lowest number of votes in each round

was removed from the list of candidates until only two remained, when the person with the highest number of votes was recorded as being the elected candidate to be co-opted onto the Parish Council – Mr Paul Henson. The Parish Council requested the Clerk offer their thanks to the unsuccessful applicants and express appreciation for the interest taken in the vacancy.

### PC16/6/156 Parish environment warden

The Clerk reported that an issue had arisen. Councilors discussed how best to

address the problem and it was agreed that councilor Collett would contact the PEW and report back to the next meeting.

*There being no further business the Chairman closed the meeting at 9.25 p.m.*

**\*End of Minutes\***

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*CHAIRMAN:*.....

*DATE:*.....