

August 8, 2016

[MONTHLY MEETING OF THE FULL COUNCIL]

Bugbrooke Parish Council

Agenda & Meeting Minutes

August 8, 2016

Monthly Meeting of the Full Council

held on Monday 8th August 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	3
___ Apologies accepted from: Reason: Excluded from 6 month rule	3
PC16/8/148 To receive and accept apologies for absence	3
PC16/8/149 Declarations of interest	3
PC16/8/150 To sign and approve the minutes of the meeting held on 11 th July 2016	3
PC16/8/151 Reports of issues previously raised	3
PC16/8/152 Public question time 7:39-7:52 P.M	3
PC16/8/153 Planning	4
E. Planning Applications and Decisions	4
PC16/8/154 District Councillors Update	6
PC16/8/155 Police and Neighbourhood watch matters	6
PC16/8/156 Playing fields and Community Centre	6
PC16/8/157 Parish Council Minutes	6
PC16/8/158 Parish Environment Warden	7
PC16/8/159 Parish matters	7
Monthly Inspection Sheets	7
___ Hedges/Trees.	7
___ Footpaths	7

Bugbrooke Parish Council

Agenda & Meeting Minutes

__Emergency Planning	7
__Street Lighting	7
__Highways and Transport	7
__Extended Millennium Green and Car Park	8
__Transfer of Services /Patient Participation Group	8
__West End Bus Shelter	8
__SNC Chairman's Volunteers Tea Party	8
PC16/8/160 Parish Council Mowing Contract.	8
PC16/8/161 Provision of a Defibrillator.	8
PC16/8/162 Parish Council Website.	8
PC16/8/172 Twinning	8
PC16/8/173 Arrangements During Clerk's Absence on Holiday	9
PC16/8/174 Annual Audit.	9
PC/16/8/175 Workplace Pension Arrangements	9
PC16/8/176 Financial matters and Accounts for Payment	9
Accounts for Payment	9
PC16/8/177 Date of next meeting	11
PC16/8/178 Parish Environment Warden	11
_____ *End of Minutes*	11

In Attendance

Councillor John Curtis, BEM - Chairman
 Councillor John Bignell
 Councillor Phil Bignell
 Councillor Robb Collett
 Councillor Brian Curtis
 Councillor Ken Gardner

Councillor Mrs Teresa Garlick
 Councillor David Harries, BEM
 Councillor Paul Henson
 Councillor Alan Kent
 Councillor Brian King
 Councillor Mrs Linda Pope
 Councillor Terry Ward

Bugbrooke Parish Council

Agenda & Meeting Minutes

Sally Bramley-Brown - Clerk

7 members of the public

Absent

<i>Apologies were accepted from:</i>	<i>Reason:</i>	<i>Excluded from 6 month rule</i>
Councillor David Jeffrey	Personal	Yes
Councillor Mrs Catherine Parry	Personal	Yes

PC16/8/148 To receive and accept apologies for absence

Apologies were received and accepted as above. The apologies from Councillor Jeffrey and Councillor Mrs Parry were excluded from the six month rule.

PC16/8/149 Declarations of interest

There were no declarations of interest.

PC16/8/150 To sign and approve the minutes of the meeting held on 11th July 2016

The minutes of the meeting held on 11th July were approved as a correct record of that meeting and were duly signed and initialled by the Chairman.

PC16/8/151 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. The Clerk reported that she had contacted NCC Highway and had received the following response

“We have two options to stop vehicles parking near the access to the surgery. A white access line which we can mark across the dropped kerb but it is not enforceable; or you can make an application for waiting restriction to cover the access of the surgery”. It was agreed that this should be included in the agenda for the next meeting in order for the Parish Council to be able to discuss the various options.

PC16/8/152 Public question time 7:39-7:52 P.M.

Two residents expressed views about the amended planning proposal for 14 The Paddocks, which Councillors were to discuss later in the meeting. Their comments were noted. A resident advised that only one of the hedges reported last month had been partially cut back. The other two had taken no action whatsoever. The Clerk was requested to write to the occupiers again.

Bugbrooke Parish Council

Agenda & Meeting Minutes

The owner of 8 West End addressed Councillors regarding an enforcement notice which had been served by SNC on her property. She was appealing against the notice. Councillors had only received notice of the appeal just before the meeting, and were to discuss it later. The resident's comments were noted.

PC16/8/153 Planning

- A. SNC Local Plan Consultation - Consultation on Strategic Housing and Economic Land Availability Assessment 2016; The Development Working Party had met on 25th July and in consequence the Clerk had prepared a draft response which had been circulated with the agenda. It was agreed that the draft response should be submitted to SNC as the Parish Council's formal response.
- B. SNC Parking Consultation. The Clerk had written again to SNC, and had received an acknowledgement but no substantive response.
- C. 14 The Paddocks. Councillors had considered a planning application for the site at the July meeting. However the applicants had amended the plan and reduced the application to a new garage and studio. Councillors were informed that they could not speculate on what future applications may be made on the site, but could only consider the revised plan that was before them. During a lengthy discussion it was agreed that the Parish Council should object to the application on the basis that the view from the High Street to the church had always been part of previous decisions, including an unsuccessful appeal on the same site. Applicants have been made so many times and always been refused, on grounds which included the retention of the gap and the impact on the grade II listed building. It was also agreed that the materials were out of keeping with the location, the adjacent property and the general area.
- D. 8 West End. The Clerk advised that immediately prior to the meeting she had received notification of an appeal, against an enforcement notice that had been served on the property in relation to a 2m closed boarded fence that had been erected at the property. The property lies within the Bugbrooke Conservation Area (BCA) which is intended to preserve the historic parts of the village and the street scene. Councillors were reminded that the Parish Council had enthusiastically supported SNC in the formation of a BCA, and that the council should continue to support SNC in maintaining the aims of the BCA. Councillors, whilst having some sympathy with the owner, agreed unanimously that the impact of the fence could not be rectified by the imposition of planning conditions, and they the Clerk be request to write to the Planning Inspectorate in support of SNC's decision and the enforcement notice.

E. Planning Applications and Decision

Bugbrooke Parish Council

Agenda & Meeting Minutes

STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2016/1643 /LBC	28 High Street	Replacement UPVC windows	No objection if of same design.
New	s/2016/1785 /MAF	Campion School	2m high metal perimeter fence around the school and playing fields	Objection on the basis that it intrudes into the rural landscape
New	S/2016/1442 /FUL Mr and Ms Sgoluppi	14 The Paddocks	Revised plan for additional garage and studio	<p>1. 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>2 The proposal would be only 84 metres from the church which is a Grade II* listed building and the height and form of the new structure would not enhance the setting.</p> <p>3.The proposed materials are inappropriate in the location and would further adversely affect the aesthetic appearance of the area.</p> <p>4.Three previous applications on the same site have all been refused, together with one unsuccessful appeal.</p> <p>5. 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 and the appeal inspector.</p>

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC16/8/154 District Councillors Update

Councillor Phil Bignell informed Councillors that the most recent appeal against refusal for planning permission for 90 houses in Nether Heyford had not been attended by the appellant.

PC16/8/155 Police and Neighbourhood watch matters

Various notices had been circulated as appropriate. The latest Newsletter from the Safety Team had been circulated. The Chairman reported that he had been advised that a serious accident, involving a Heygates' vehicle using Cornhill to access the A5, had been narrowly averted. The Clerk was requested to contact NCC Highways and the Police to express the Parish Council's concerns and to explore any preventative measures that can be taken.

Councillor Kent advised that he would be making a full report on this year's Speedwatch campaign at the September meeting, but that in 5 hours they had recorded 56 vehicles travelling over the speed limit and the 3 highest had been travelling at 47MPH.

PC16/8/156 Playing fields and Community Centre

A. The Clerk reported that there had been a number of instances when broken glass on the field had been an issue.

B. The Clerk had received the annual inspection report for each of the two village play areas and the MUGA. The risk assessment for the play area at the community center, had been increasing slowly over the previous four years until now it was at the top end of medium. The principal area of concern is the surfacing of the area where the level of the material was too low. Bark/wood chip is no longer regarded as an adequate surfacing and therefore the Parish Council needed to look for an alternative surfacing material. It was agreed that the Parish Council should take all the necessary action to rectify the situation as quickly as possible, and the Clerk be requested to investigate the various alternatives and prepare a report and quotations for the October meeting..

PC16/8/157 Parish Council Minutes

Councillors agreed to continue the previous policy of the Parish Council to submit the original signed copy of the minutes, bound into a book form and then submit them to the Northamptonshire Public Records Office. They had previously be bound in 2012 and covered the minutes for the period May 2016 – April 2016 now required binding. The cost would amount to £105 + VAT

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC16/8/158 Parish Environment Warden

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

PC16/8/159 Parish matters

Monthly Inspection Sheets

Monthly inspections sheets were received for four areas. The Clerk had prepared new sheets for areas 3 and 4 and these had been circulated with the agenda.

Hedges/Trees.

Hedge at 32 Pound Lane. The Clerk confirmed that the hedge had been removed. It was not known who had carried out the work.

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

31 Chipsey Avenue - Back leading onto school footpath

90 Chipsey Avenue - “

84 Chipsey Avenue - Front

The Clerk had written to these three properties after the last meeting, but little or no action had been taken and Councillors requested that she write to them again.

6 West End

KD9 – Path from High Street to Ash Grove – Honeysuckle hedge

Footpaths

The damage to the footway surrounding a BT manhole at the West End cross road had been repaired.

Emergency Planning

Nothing to report.

Street Lighting

The Clerk confirmed that she had been informed that the changeover to PLL's was due to commence on 15th August.

Highways and Transport

Councillor Gardener reported that parking around the junction of John's Road/Butts Hill Crescent had become a major issue. The only possible means of addressing the problem was to request the installation of double yellow lines around the two corners and the Clerk was requested to complete the necessary application and submit it to NCC Highways.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Extended Millennium Green and Car Park

The Clerk advised that the Archaeology final report had been submitted to NCC for approval. The damaged wall in the car park was to be repaired following the removal of the elderberry tree. The new seats had been delivered and installed and the Clerk thanked PW and DC Builders for all their assistance.

The new bins had been delivered and were to be installed by Mr Wilkins.

Following the completion of all the works relating to the extended millennium green, the car park and the churchyard extension, the Clerk had prepared and circulated a breakdown of the total associated costs.

Transfer of Services /Patient Participation Group

Nothing to report.

West End Bus Shelter

The new litter bin had been delivered and was awaiting installation.

SNC Chairman's Volunteers Tea Party

Councillors nominated four people to receive an invitation to attend the tea party.

PC16/8/160 Parish Council Mowing Contract.

Four Councillors returned their completed sets of plans, all other Councillors were requested to ensure that they returned theirs at the September meeting.

PC16/8/161 Provision of a Defibrillator.

The Clerk confirmed that the defibrillator had been installed and that EMAS would be holding a training session on Monday 22nd August at 10.00 a.m. at the community centre, which was open for all to attend.

PC16/8/162 Parish Council Website.

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.

Numbers PC/16/8/163 – PC/16/8/171 Omitted in error

PC16/8/172 Twinning

The Chairman reported that he had ordered a plaque (cost £30) which was to be sent to Vohl together with a letter from the Parish Council.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC16/8/173 Arrangements During Clerk's Absence on Holiday

The Clerk advised that as in previous years, she had arranged for a locum Clerk to cover the meeting. However, they were only able to take the minutes, respond to any planning consultations and give general advice on Parish Council issues. They would have no knowledge of ongoing matters, nor would they have access to the Parish Council office for the purpose of sending any letters or emails. The Clerk would record a message on the Parish Office telephone and all emails would receive an automatic response notifying writer.

PC16/8/174 Annual Audit.

The Clerk was still awaiting notification of completion of the audit.

PC/16/8/175 Workplace Pension Arrangements

The Clerk confirmed that in accordance with the Pension Regulator's compliance rules the Parish Council's Declaration of Compliance was completed and submitted on 1st August.

PC16/8/176 Financial matters and Accounts for Payment

A financial statement for month ending 31st July had been circulated with the Agenda, and the figures were as follows:-

Current Account as at 31.5.16		£54,880.16
CCLA Deposit Fund as at 31.5.16		£30,000.00
Total available		£84,880.16
Less July Payments	£7,801.21	
Less uncleared payments	£680.56	
Plus deposits		
Total funds at 31.7.16		£76,398.39

Accounts for Payment

Moneys must be paid out 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
D.D.	Southern Electric	Unmetered Supply for July 2016	509.67	83.10	Parish Councils Act 1957 s3;Highways Act 1980 s301
360	Peter Warden Environmental	July Mowing	609.60	101.60	Highways Act 1980 S96
361	Anglian Water	Water supply for allotments	11.21		Smallholdings and Allotments Act 1908 S23
362	Mr Peter Wilkins	Repairs to climbing frame – community center play area	52.56		Local Gov't Act 1972 S112
(I.B.)	HM Revenue & Customs	Tax - SBB July + NIC (38.48)	252.88		HMRC requirement
(I.B.)	A.H,Contracts	July dog and litter Bins	419.64	69.94	Litter Act 1983 s5,6
(I.B.)	Mrs S Bramley-Brown	Clerk's salary– July 2016 less tax - + mileage and overtime	836.34		Local Gov't Act 1972 S112
(I.B.)	R and G Landscaping	March mowing	330.93	£55.15	Open Spaces Act 1906 S6
(I.B.)	R and G Landscaping	April mowing less 2 credits	547.63	£91.27	Open Spaces Act 1906 S6
(I.B.)	Kay Iqbal	Cleaning of Bus Shelters - July	100.00		Parish Councils Act 1957 S3
(I.B.)	Streetmaster	Revision of two seats for Millennium Green	1,579.20	263.20	Open Spaces Act 1906 S9 and 10
(I.B.)	PW and DC Building Services	Preparation and installation of two new seats on Millennium	840.00	140.00	Open Spaces Act 1906 S9 and 10

Bugbrooke Parish Council

Agenda & Meeting Minutes

		Green North			
(I.B)	BSACCA	Parish office rent and room hire	360.00		Local Gov't Act 1972 S112
(I.B)	Glasdon	3 new litter bins	988.70	164.78	Litter Act 1983 ss 5,6
(I.B)	Toner Giant	Parish office copier supplies	145.06	24.18	Local Gov't Act 1972 S112
(I.B)	JRB Enterprise Ltd	New post for dog bin	37.80	6.30	Litter Act 1983 ss 5,6
		RESOLVED:	That these invoices be paid		
		ACTION:	Clerk		

PC16/8/177 Date of next meeting

Monday 12th September 7.30 p.m.

PC16/8/178 Parish Environment Warden

Councillor Collet reported that he had held a number of meetings with the PEW. However, he felt that it required a longer period of management before a formal decision could be taken. In view of the Clerk's absence in September it was agreed to extend the management period to three months which would end in October.

There being no further business the Chairman closed the meeting at 9.20 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....