

February 13th 2017

Agenda & Meeting Minutes

February 13, 2017

# Monthly Meeting of the Full Council

held on Monday 13th February 2017 at 7.30 p.m, at the Community  
Centre, Bugbrooke.

# Monthly Meeting of the Full Council

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### In Attendance

Councillor John Curtis, BEM – Chairman	Councillor David Harries, BEM
Councillor John Bignell	Councillor Alan Kent
Councillor Robb Collett	Councillor Brian King
Councillor Brian Curtis	Councillor Mrs Catherine Parry
Councillor Ken Gardner	Councillor Mrs Linda Pope
Councillor Mrs Teresa Garlick	Councillor Terry Ward
Sally Bramley-Brown - Parish Clerk	1 members of the public

### Absent Councillor Phil Bignell

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

### PC/17/02/020 To receive and accept apologies for absence

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

### PC/17/02/021 Declarations of interest

Councillor Mrs Garlick declared an interest in respect of item 11g(b)47 Pilgrims Lane.  
 Councillor Gardner declared an interest in respect of item 11g(a)- Bus shelter refurbishment.  
 Councillor Harries declared an interest in respect of item 10 – Community Centre and Playing Fields

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### PC/17/02/022 To sign and approve the minutes of the meeting held on 9<sup>th</sup> January 2017

The minutes of the meeting held on 9th January were approved as a correct record of that meeting, subject to the amendment to include Councillor Mrs Pope as being present and the deletion of reference to an apology for absence from Councillor John Curtis, who was also present. The Minutes were duly signed and initialled by the Chairman. 12th December were approved as a correct record of that meeting and were duly signed and initialled by the Chairman.

### PC/17/02/023 Reports of Issues Previously raised

Removal of Bus Stop opposite Campion School. The Chairman referred to the matter of the removal of the bus stop opposite Campion School. This had been requested in December by County Councillor Kirkbride following a minor road accident involving a student from the school attempting to cross the road to catch the bus. The Chairman expressed the view that it was unfortunate that the Head Teacher had not been able to attend a Parish Council meeting as requested, but there was concern that as three months had now past, there was a risk that the school would have requested the removal and it would be carried out without consultation with the Parish Council. Councillors were unanimous in agreeing that the bus stop should not be removed. And the Clerk was requested to write to NCC to inform them that the stop was not to be removed as it is used by residents as well as students. The situation is made worse by parental parking, and groups of students congregating around the school entrance. It would be no safer for student to go to Butts Hill to catch the bus and the entire bus situation should be reviewed. The Head Teacher of Campion School was due to attend the March meeting when the matter would be discussed further.

### PC/17/02/024 Public question time

There were no questions from members of the public.

### PC/17/02/025 District Councillors Update

Councillor Harries advised that there had been no progress on the proposed changes in local government restructuring for the county. He also advised that he had now had sight of the village confines plan for Bugbrooke to be associated with the emerging local plan. Unfortunately this had not been updated to encompass new developments in the village; accordingly he has requested that it be updated for the next stage in the consultation process.

### PC/17/02/026 Planning

A. Planning Applications and Decision

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STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2017/0138/ MAF	Land at the Wharf, Litchborough Road	Variation of condition – to change the position and height of the earth bund, add an acoustic fence and made some changes to the landscaping scheme.	No objection – planting scheme to be implemented as a priority
New	S/2017/0053/FUL	47 Badgers Close	Single storey rear and side extension	No objections – matching materials
	S/2017/0261/FUL	75 High Street	Single storey rear extension and rebuilding garden wall	No objections
	S/2017/0064/FUL	15 Moores Close	Conversion of garage to habitable space with a new roof	Matching material
	S/2017/0153/ENF	47a Camp Hill	Appeal against an enforcement notice against the erection of a 5 bar style gate adjacent to Camp Hill and a palisade style gate/fence adjacent to Camp Close both over 1m adjacent to the highway	
	S/2016/2905/FUL	31 Badgers Close	Rear Conservatory	Approved 18th January 2017

### PC/17/02/027 Police and Neighbourhood watch matters

Councillor Kent advised that he had been notified that if the Parish Council wished to take part in the Speedwatch scheme again this year, that the equipment would be available over a 6 week period to be shared with Kisingbury. He was to contact all those volunteers who had taken part previously but there would be a training course for new volunteers on Saturday 10th June at Caroline Chisholm School. Councillor Morris indicated that he was willing to join the team. The Clerk was asked to post notices to the effect that new volunteers were needed to keep the scheme going.

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### PC/17/02/028 Playing fields and Community Centre

A.. The Clerk had met with representatives from Wicksteed and it had been agreed that no work would be carried out until March at the earliest due to the access restrictions.

B. Councillor Harries advised Councillors that Bugbrooke Sports and Community Centre Association (BSACCA) had been trying to complete the registration of all its land holdings for over three years. Finally an application had been made to the Land Registry which had revealed anomalies which would prevent the registration of all the land under one title. Currently the main part of the site is held by the Parish Council as Custodian Trustee, but the two new rugby pitches are held by BSACCA. Councillors Harries was seeking the Parish Council's agreement to the assignment of the remainder of the 999 year lease of land into the name of the Parish Council as Custodian Trustee and thereby enable the completion of the registration. It was confirmed that this would not result in any change to the day to day running of BSACCA or impose any financial responsibilities on the Parish Council. All the costs of the necessary legal work would be met by BSACCA

**RESOLUTION:** It was proposed by Councillor Mrs Pope and seconded by Councillor King that the Parish Council should accept an assignment of the lease of the rugby pitches in its role as Custodian Trustee. The resolution was passed unanimously.

### PC/17/02/029 Parish matters

#### *Monthly Inspection Sheets*

Monthly inspections sheets were received for 4 areas. Councillor Mrs Parry agreed to complete the inspection for area 3 and Councillor Morris would become the third Councillor for the area.

#### *Hedges/Trees.*

No hedges were reported.

#### *Footpaths*

The Clerk had received the plaque in memory of Sue Pace and had taken it to the meeting to enable all Councillors to see it. She had arranged for Mr Wilkins to install the plaque at the kissing gate immediately adjacent to Laddermakers Yard.

Councillor John Bignell reported that there was a manhole cover missing from an inspection chamber located on KD4 between Corn Hill and Littlelife Farm. The chamber was some 2.5 metres deep and there was concern that someone could be seriously injured if they fell down the hole. The Clerk was requested to contact Anglian Water as a matter of urgency.

Bridge 38 on footpath leading from Camp Hill was in a very poor state of repair. The Clerk was requested to report it to the Canal and River Trust.

#### *Emergency Planning/NCC Pathfinder II Project*

Councillors were awaiting the result of the survey of the brook catchment area, but meanwhile had been contacted by the project leaders to arrange and community engagement event. It

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was agreed that the Chairman, Councillor Collet and the Clerk would meet on Monday 20th February to agree proposed dates and location for the event.

### *Street Lighting.*

The Clerk reported that lanterns that were still awaiting conversion would be completed as soon as possible and definitely before the end of the financial year. Aylesbury Mains had advised that they were awaiting supplies of the switch gear trays but that as soon as they were available they would be fitted. The Clerk was requested to stress the urgency of the repair of the lights on the High Street, particularly.

The Clerk reported that she had contacted the DVLA to ascertain details of the vehicle owner that had damaged the lamp column in Quakers Close.

The Clerk had received notification from NCC Highways that the road on Peace Hill were to be adopted very soon and that the street lighting would then become the responsibility of the Parish Council, as previously agreed.

### *Highways and Transport*

#### A. Refurbishment of Butts Hill Bus Shelter

The Clerk had obtained two quotations and these had been circulated with the agenda. Councillors discussed the various options at length .

**RESOLUTION** It was proposed by Councillor Kent and seconded by Councillor Harries that the Parish Council should request that NCC Highways accept the quotation from PW and DC Builders for the renovation of the bus shelter. The resolution was carried unanimously.

#### B. 47 Pilgrims Lane.

The Clerk had reported that she had been advised by NCC Highways that the residents had not been given consent to remove the grass verge outside the property and that the matter had been passed to the Regulations Team for attention. Indications were that the verge was to be re-instated.

#### C. Footway between bus stop and entrance to new house.

The Chairman drew attention to the very poor condition of the footway between the bus shelter and the entrance to the new property, which had been broken up by vehicles delivering materials to the site and by workmen parking on the footway. The Clerk was requested to notify NCC Highway and to request that it be repaired by the contractors.

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### D. Wagon and Horses Green.

The Clerk reported that once again vehicles had been cutting the corner and driving over the green. The Parish Council had explored the possibility of installing “dragon’s teeth” on the green approximately two years ago but it had not proceeded on the grounds of cost. The Clerk was requested to obtain new quotations for the works.

### E. Verges Adjacent to the Allotment Site

It was reported that the grass verges opposite the Parish Council allotment site had been badly affected by vehicles parking on the verge. It was proposed that the majority of these vehicles belonged to allotment holders and that the problem could be alleviated by requesting the Allotment Association to remedy the position by providing better surfacing within the site and on the track

### *Millennium Green*

Nothing to report.

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

Councillor Mrs Garlick advised that there was no new information to be reported at present

### *Community Enhancement Gang 2017.*

The Clerk was to request the following works:-

Footpath from Great Lane Bridge to Millennium Green gate – removal of growth along the bottom of walls and coming through fences.

From the Junction of Pilgrims Lane/Camp Hill – 11 Camp Hill - siding out of footways.

Two public footpaths by the church. Remove encroaching growth.

Nether Heyford Road – Bugbrooke Village sign – broken post.

Footpath round the school field/ leading to Meadway and Chipsey Avenue – remove nettle and other growth.

Paving around the bus shelter adjacent to Butts Hill garage.

Tree at the back of the Wagon and Horses green bus shelter – requires cutting back and removal of ivy.

Footpath adjacent to doctors surgery – removal nettles and other growth.

Siding out of footways on Chipsey Avenue and Levitts Road.

Removal of Meadway sign on the left leading from Pilgrims Lane and repaint Chipsey Avenue road name plate.

### *PC/17/02/030 Appointment of Deputy Clerk.*

It was agreed that interviews for the post should be held on Monday 27th February in the afternoon. Councillors Kent and Mrs Pope, together with the Clerk would interview three applicants.

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### **PC/17/02/031 Building of Community Value - The Bakers Arms.**

The Chairman informed the Parish Council that the meeting held on Monday 6th February had been well attended by approximately 40 people from the village. He had endeavoured to make it clear that the Parish Council was not proposing to offer to purchase the building, or otherwise become involved financially with the future of the site. A vote was taken at the meeting which was unanimous that it should remain as a building of community value and not be seen as a development site for additional housing. The Parish Council is limited in what it can do in practical terms, but the Clerk has been requested to prepare an article for the next edition of the Link which would include as much information as possible about potentially becoming a community pub. Councillor Mrs Parry suggested that the Clerk contact the Plunkett Foundation to obtain information. Councillor Harries advised that it was not possible to apply for planning permission for any works on the site, until the prospective purchaser indicated their intentions.

### **PC/17/02/032 Electricity Supply for Street Lighting.**

The Clerk confirmed that she had signed a new two year contract for the supply of electricity on behalf of the Parish Council. The provider would remain as Southern Electric but the cost per month would be reduced to £282 from £540/£560, thereby showing an annual saving of £3,400

### **PC/17/02/033 Provision of Parish Office Photocopier**

The Clerk had circulated a briefing note containing the various options available to Councillors for the photocopying facilities. The Clerk had recommended that the most sensible course of action would be to buy the title to the equipment for the sum of £387.25 + VAT and to reconsider the position in two years time. The Clerk's recommendation was unanimously agreed.

### **PC/ 17/02/034 Village Enhancement Contribution Received from Persimmon Homes.**

An article was to be included in the next edition of the Link requesting suggestions.

### **PC/17/02/035 Frank Wright - Headmaster Bugbrooke School.**

A radio programme had recently been broadcast on Radio Northampton about Frank Wright who had been one of the very first radio "hams" in the country. He had been very influential in the village and in the education of several generations. Mr Wright is buried in the churchyard in an unmarked grave and whilst it is believed that the location may be known it is not certain. It was suggested that there could be a call for a memorial to Mr Wright and Councillors were asked if they would agree, in principle, to the Parish Council making a contribution towards such a memorial.

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**RESOLUTION** It was proposed by Councillor Mrs Pope and seconded by Councillor Mrs Parry that the Parish Council should agree in principle to making a contribution to a fund for a memorial to Mr Write. The resolution was passed unanimously

### **PC/17/02/036 Amendment of Grant Funding Policy.**

A copy of the current grant funding policy had been circulated with the Agenda. The Clerk explained that currently there was a £500 limit on the amount of the grant that the Parish Council could award. In view of the fact that the amount available for grant applications had been increased to £8,000 for the financial year 2017/18 it was proposed that the policy should be amended to increase the upper limit to £1,000 but only in exceptional circumstances and where the full Parish Council is of the view that it is appropriate to approve a grant of the larger amount. It was unanimously agreed that the policy should be amended to enable larger amounts to be gifted where appropriate.

### **PC/17/02/037 Northants CALC - Bi-Monthly Update.**

A copy of the bi-monthly up date had been circulated with the agenda and the Chairman encouraged all Councillors to read the various articles.

### **PC/17/02/038 NACRE - Neighbourhood Plan Day - Thursday 25<sup>th</sup> May.**

The Chairman and Councillor Mrs Parry indicated that they wished to attend the event and the Clerk was requested to book places for them.

desirable in the village and, as at least in recent years, there has been no difficult in filling casual vacancies or with having a contested election, the status quo should remain.

### **PC/17/021/039 Financial Matters**

A financial statement for month ending 31 <sup>st</sup> January had been circulated with the Agenda, and the figures were as follows:-		
Current Account as at 31.12.16		£47,052.47
CCLA Deposit Fund as at 31.12.16		£30,000.00
Interest from CCLA		£ 6.75
<b>Total available.</b>		<b>£74,376.09</b>
Less January Payments		£ 2,683.13
Outstanding uncleared cheque		£ 26.10
Total funds at 31.01.17		<b>£71,657.86</b>

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		<b>£82,912.88</b>
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### PC/17/02/040 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:-

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
D.D.	Southern Electric	Unmetered Supply for January	£265.80	42.50	Parish Councils Act 1957 s3; Highways Act 1980 s301
377	Anglian Water	Allotment supply	£41.04		Smallholdings and Allotments Act 1908, S23
(I.B.)	HM Revenue & Customs	Tax - SBB January +NIC (38.48)	253.08		HMRC requirement
(I.B.)	Mrs S Bramley-Brown	Clerk's salary- January 17 less tax + expenses mileage and overtime	£1059.05		Local Gov't Act 1972 S112
(I.B.)	Aylesbury Mains	Photocell survey	£42.00	7.00	Highways Act 1980 S96
(I.B.)	One to One Engravers	Ratification of payment made in January for memorial plaque.	£216.30	36.05	General Power of Competence
(I.B.)	A H Contracts	December Litter and Dog Waste Bins	£532.62	88.77	Litter Act 1984 ss5,6
(I.B.)	A.H. Contracts	January Dog and Waste Bins	£429.00	71.55	Litter Act 1984 ss5,6
(I.B.)	Kay Iqbal	January Bus Shelters	£100.00		Parish Councils Act 1957 S1
(I.B.)	Dominotes	Creation of new parish website	£1180.80	196.80	General Power of Competence
	R and G	Weed spraying of hard			Open Spaces Act

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	Grounds Maintenance	areas	£41.79	£8.36	1906 S6
	BSACCA	Balance of Mowing contribution	£342.01		Open Spaces Act 1906 S6
<b>RESOLVED:</b>		That these invoices be paid			
<b>ACTION:</b>		Clerk			

## PC/17/02/041 Date of next meeting

Monday 13<sup>th</sup> March 2017 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:.....