

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

April 10, 2017

held on Monday 10th April 2017 at 7.30 p.m, at the Community Centre, Bugbrooke.

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### In Attendance

|   |                                |
|---|--------------------------------|
| Councillor Phil Bignell   | Councillor Paul Henson         |
| Councillor John Bignell   | Councillor Mrs Teresa Garlick  |
| Councillor Robb Collett   | Councillor Alan Kent           |
| Councillor Brian Curtis   | Councillor Brian King          |
| Councillor John Curtis, BEM   | Councillor Des Morris          |
| Councillor Ken Gardner  | Councillor Mrs Catherine Parry |
| Councillor David Harries, BEM   | Councillor Terry Ward          |
|   |                                |
| Chairman – Councillor John Curtis BEM<br>Mrs Sally Bramley-Brown, Parish Clerk<br>Mrs Jo Scott – Deputy Clerk | 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> |
| Councillor Mrs Linda Pope            | Personal       | Yes                               |

### PC17/04/058 To receive and accept apologies for absence

Apologies were received and accepted as above. The apology from Councillors Mrs Pope was excluded from the six month rule.

### PC17/04/059 Declarations of interest

There were no declarations of interest.

### PC17/04/060 To Consider whether the Register of Interests Requires updating.

No changes were recorded

### PC17/04/061 To sign and approve the minutes of the meeting held on 12<sup>th</sup> March 2017

The minutes of the meeting held on 12<sup>th</sup> March were approved as a correct record of that meeting and were duly signed and initialled by the Chairman.

### PC17/04/062 Official Welcome of New Deputy Parish Clerk

The Chairman welcomed Mrs Jo Scott to her role as the new Deputy Clerk.

### PC17/04/063 Reports of issues previously raised

There were no reports on issues previously raised.

### PC17/04/064 Public question time 7:43 P.M.

There were no questions from members of the public.

### PC17/04/065 District Councillors Update

Councillors Bignell and Harries had both presented reported to the Annual Parish Meeting and had nothing further to add.

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### PC/17/04/066- Planning

#### A. Planning Applications and Decision

| STAT US | APP NO AND APPLICANT             | LOCATION               | PROPOSAL  | PC COMMENTS OR SNC DECISION  |
|---------|----------------------------------|------------------------|---|--|
| New     | S/2017/0757 /FUL                 | 45 Pilgrims Lane       | Single storey front extension                                 | No objection – matching materials. No alteration to entrance or highway. |
| F.I.O   | APP/Z2830/C /16/3161153 and 1154 | Land adj 47a Camp Hill | Appeal against enforcement notice requiring removal of gates. | Appeal allowed and enforcement notice quashed.                           |

### PC17/04/067 Police and Neighbourhood Watch Matters

Councillor Kent advised that there was nothing to report in respect of Speedwatch. Various letters had been sent to Bugbrooke Link website, but there was increasing concern at the perceived increase in the number of recent incidents in the village. Unfortunately no Councillors were available to attend the next Police and Crime Commissioner forum on 18th April at Wootton Hall.

### PC17/04/068 Playing fields and Community Centre

The Clerk reported that she had contacted Wicksteed to ascertain when the resurfacing works would be completed and was awaiting a response.

### PC17/04/069 Parish matters

#### *Monthly Inspection Sheets*

Monthly inspections sheets were received for all areas.

#### *Hedges/Trees.*

It was reported that a new fence had been erected along the side of the Pound Lane/Pilgrims Lane jitty and in consequence the shrubs were falling towards the path. The Clerk was to ascertain whether any further action was required and if so by whom.

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A bush along Ace Lane emanating from the garden of 21 The Paddocks

1 and 8 Levitts Road.

### *Footpaths*

Nothing to report.

### *Emergency Planning*

Councillor Collett advised that he would be attending a meeting of the Church Fete committee on 3rd May to discuss the siting of the Pathfinder 11 Project bus on the car park during the fete. It was confirmed that the dredging at commenced but there was uncertainty about whether it was completed.

### *Street Lighting*

1. The Clerk had circulated a Briefing Note setting out the final costs of the replacement programme. The total cost of the project was £22,823.80 of which £3,397.92 was met from general reserves.
2. Adoption of Street Lighting on Johns Road Development. The Clerk reported that the person who had been dealing with this had now left. Councillor Phil Bignell agreed to take up the matter with Andy Lord at Persimmon Homes.
3. Councillors Mrs Parry reported that the light on the footpath adjacent to the Primary School was being affected by a tree in the school grounds. The Clerk was requested to write to the school to arrange for the tree to be pruned appropriately.
4. Street Light in West End. It was proposed by Councillor Phil Bignell and seconded by Councillor Ward that this item should be dealt with by way of a confidential item due to the personal nature of some of the information to be discussed. There was a lengthy debate and an appropriate course of action agreed .

### *Highways and Transport*

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

The Clerk confirmed that the work on the refurbishment was to commence immediately after the Easter holidays. It was agreed that the rendering should be painted with an anti-vandal paint in a moss green to match the other bus shelters in the village.

#### B. Removal of Grass Verge at 47 Pilgrims Lane

The Clerk confirmed that she had received no response from NCC regarding this matter and Councillors requested that she write again.

#### C. Waggon and Horses Green.

The Clerk had circulated the response from NCC highways. It was agreed that there should be an item on the agenda for the May meeting to address parking issues at a number of locations around the village.

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### D. Kislingbury Road Garage.

The Chairman reported that he had received a number of complaints regarding parking of vehicles associated with the garage on the pavement, and the green. The Clerk was requested to contact the police, who are already aware of the issues, NCC Highways and also the garage owner Mr Roger Clayton.

### *Millennium Green*

Councillor Harries a Harries had presented reported to the Annual Parish Meeting and had nothing further to add.

### *Lighting on Foot path between Pilgrims Lane and Johns Road*

The Clerk reported that the branch affecting the light had been removed.

### *Patient Participation Group*

Councillor Mrs Garlick provided a copy of the minutes of the meeting of the group held on 3rd April. The next meeting of the group was to take place on 3rd July.

## **PC/17/04/070 Building of Community Value - The Bakers Arms**

The Clerk had received notification that the vendors had set a closing date for best and final offers of 19th April. It was understood that the majority of viewings had been by potential developers. The Clerk reported that she had received no expressions of interest from anyone in the village./11/236 Parish Council Mowing Contract.

The Clerk reported that she invited six companies, including the current contractor, to tender for the mowing contract, Tenders were to be received by noon on 12 December and would be discussed at the December meeting.

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### PC PC/17/04/071 Village Enhancement Contribution from Persimmon Homes

The Clerk had so far received only one response to the article in the April edition of the Link magazine.

### PC/17/04/72 Parish Council Website

The Clerk reported that the website had gone live on 1st April and that notification had been sent to relevant organisations. There were a few minor issues that remained to be resolved.

### PC/17/04/73 New Homes Bonus Fund

The Clerk reported that she had received notification that the amount available for the parish for 2017/18 was £38,238. However she had also received notification from the Grants Officer at SNC that the Bugbrooke Rugby Club had applied for a grant of £105,000 to extend and improve their current facilities. However as SNC funds were limited she was seeking the Parish Council's view on the use of the entire allocation of NHBF towards this project. Councillors discussed the proposal at length with the following resolution being the final outcome.

**RESOLUTION** It was proposed by Councillor King and seconded by Councillor Collett that the Parish Council should approve the Bugbrooke Rugby Club receiving 50% of the annual NHBF allocation only. Councillors Harries and Ward abstained – all other Councillors were unanimously in favour of the proposal.

### PC/17/04/74 Annual Audit and Annual Governance Statement

The Annual Governance Statement and the Annual Return had been circulated with the Agenda. Each of the Governance Statement questions were put to the Parish Council and answered in the affirmative.

The Clerk had completed the Annual Return as follows:-

| YEAR ENDING              | 31ST March 2016 | 31st March 2017 |
|--------------------------|-----------------|-----------------|
| Balances brought forward | £ 97,649        | £ 89,458        |
| Annual Precept           | £ 64,000        | £ 67,200        |
| Total Other Receipts     | £ 16,685        | £ 13,464        |
| Staff costs              | £ 10,806        | £ 13,270        |
| Loan Interest repayments | 0               | 0               |
| All other payments       | £ 78,070        | £ 93,355        |

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| Balances carried forward              | £ 89,458 | £ 63,497 |
| Total cash and short term investments | £ 89,458 | £ 63,497 |
| Total fixed assets                    | £318,727 | £327,229 |
| Total Borrowings                      | 0        | 0        |

RESOLUTION IT WAS RESOLVED that the Annual Governance Statement and the Annual Return be approved and that the Chairman and the Clerk be authorised to sign it. This was duly done.

## FINANCIAL MATTERS

**PC/17/04/75** An end of financial year statement had been circulated with the Agenda, and the figures were as follows:

|                                    |                             |             |
|------------------------------------|-----------------------------|-------------|
| Balance brought forward 2015/16    |                             | £89,458.29  |
| Add Precept for 2016/17            |                             | £67,200.00  |
| Add all other receipts for 2016/17 | (includes £12,000 SNC grant | £13,464.42  |
| Total funds available for 2016/17  |                             | £170,122.71 |
| Less Payments                      |                             | £106,626.10 |
| Balance Remaining                  |                             | £ 63,496.61 |
| Reserves:                          | Precept Reserve             | £ 30,000    |
| Total available as at 31.3.2017    |                             | £ 33,496.61 |
| TOTAL AS AT 31.3.2017              |                             | £63,496.61  |

No unpresented cheques

No uncleared payments

No Petty Cash

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**PC/17/04/76** A financial statement for month ending 31st March had been circulated with the Agenda, and the figures were as follows:-

|  |           |                   |
|--|-----------|-------------------|
| A financial statement for month ending 31 <sup>st</sup> March had been circulated with the Agenda, and the figures were as follows:- |           |                   |
| Current Account as at 28.02.17   |           | £40,054.03        |
| CCLA Deposit Fund as at 28.02.17   |           | £30,000.00        |
| Interest from CCLA + payments received   |           | £ 667.99          |
| Total available  |           | £70,721.91        |
| Less March Payments  | £7,225.30 |                   |
| Less uncleared payments  |           |                   |
| Total funds at 31.3.17   |           | <b>£63,493.61</b> |

### PC/17/04/077 2016/17 Expenditure Against Budget Headings.

The Clerk had circulated a report with the Agenda. Expenditure generally had been in line with the budget and despite several headings for which no budget had been set, the overall expenditure was £3,472.24 under budget. The Parish Council was commencing the new financial year in a strong financial position. The Chairman expressed the Parish Council's thanks to the Clerk for her careful financial management.

### PC17/04/078 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 March 2017 | 377.11  | 60.37 | Parish Councils Act 1957 s3;Highways Act 1980 s301 |

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| D.D.   | C.I.T. Finance       | Final Payment for photocopier   | £216.40   | 36.07  | Local Gov't Act 1972 S112    |
| 380    | CPRE                 | Annual Subscription   | £36.00    |        | LGA 1972 s112                |
| 381    | Stanford Tree Care   | Branch removal on KD25  | £250.00   |        | General Power of Copmpetence |
|        |                      |   |           |        |                              |
| (I.B.) | HM Revenue & Customs | Tax - SBB March PAYE and NIC (  | 182.11    |        | HMRC requirement             |
| (I.B.) | A.H,Contracts        | March dog and litter Bins   | £548.76   | 91.46  | Litter Act 1983 s5,6         |
| (I.B.) | Mrs S Bramley-Brown  | Clerk's salary- March17 less tax - + mileage and overtime                   | £872.31   |        | Local Gov't Act 1972 S112    |
| (I.B.) | Aylesbury Mains      | Street Light Replacement Programme  | £3,148.80 | 524.00 | Highways Act 1980 S96        |
| (I.B.) | Kay Iqbal            | March Cleaning bus shelters   | £100.00   |        | Parish Councils Act 1957     |
| (I.B.) | NCALC                | Annual Membership and Internal Audit Fees                                   | £1,106.66 |        | LGA 1972 S112                |
| (I.B.) | PW Warden            | March Mowing  | £318.60   | 53.00  | Highways Act 1980 S96        |
|        | Aylesbury Mains      | Ratification of payment made in March – repair and street light replacement | £215.28   | £35.88 | Highways Act 1980 S96        |
|        | BSACCA               | Ratification of payment made in March – parish office rent and room hire    | £390.00   |        | LGA 1972 S112                |

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

### PC17/04/079 Date of next meeting

–Monday 8th May 2017 at 7.30 p.m. to be preceded by the Footpaths Committee Meeting at 7.00 p.m.

*There being no further business the Chairman closed the meeting at 9.42 p.m.*

### \*End of Minutes\*

CHAIRMAN:.....

DATE:.....