

May 8, 2017

Bugbrooke Parish Council

Agenda & Meeting Minutes

May 8, 2017

Monthly Meeting of the Full Council

held on Monday 8th May 2017 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

Councillor John Bignell	Councillor David Harries, BEM
Councillor Robb Collett	Councillor Paul Henson
Councillor Brian Curtis	Councillor Alan Kent
Councillor John Curtis, BEM	Councillor Brian King
Councillor Ken Gardner	Councillor Des Morris
Councillor Mrs Teresa Garlick	Councillor Mrs Linda Pope
	Councillor Terry Ward
Sally Bramley-Brown - Clerk	
Mrs Jo Scott – Deputy Clerk	2 members of the public

Absent

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

PC17/05/080 Election of Chairman and Vice-Chairman and Acceptance of Office

Councillors were invited to nominate a new Chairman, and it was proposed by Councillor Gardener and seconded by Councillor Ward, that Councillor John Curtis be re-appointed as Chairman. As there were no other nominations the proposal was accepted by a show of hands. The Chairman took the chair for the rest of the meeting.

Councillor King proposed the election of Councillor Mrs Pope as Vice-Chairman and this was seconded by Councillor Ward. There were no other nominations and the proposal was accepted by a show of hands. The duly elected Chairman and Vice-Chairman signed the Declaration of Acceptance of Office.

PC/17/05/081 To appoint or Re-appoint the Responsible Financial Officer and Internal Control Councillor.

It was proposed by Councillor Mrs Pope and seconded by Councillor Henson that the Clerk be re-appointed as the Responsible Financial Officer and proposed by Councillors Ward and seconded by Councillor Mrs Pope that Councillor David Harries be re-appointed as the Internal Control Councillor.

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PC/17/05/082 To Receive and Accept Apologies for Absence

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

PC17/05/083 To Review and Re-Adopt the Following Policy Documents

The following policy documents had been circulated with the Agenda for review by Councillors and they were re-adopted and signed by the Chairman and the Clerk.

- Standing Order
- Financial Regulations
- Risk Assessment Policy and Log
- Complaints Procedure
- Freedom of Information Act scheme as published on the Parish Council website
- Asset Register
- Grants Policy
- Audit Plan
- Disciplinary and Grievance Procedure Policy

The representatives for committees, working parties and other organisations was reviewed, following Mr Jeffrey's resignation. It was agreed that Councillor Morris would be appointed to the Footpath Committee and as Tree Warden.

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PC/17/05/084 To Review the Appointment of the Internal Auditor and His Terms of Reference

The terms of reference for the Internal Auditor were agreed. It was unanimously agreed that the Parish Council should contact NCALC to seek the appointment of a new Internal Auditor. Mr Marshall had held the position for a number of years, and whilst both the Clerk and Councillors expressed their thanks for his guidance and assistance over the years, it was felt that it was an appropriate point in time to request a change and that the Parish Council's Standing Orders and Financial Regulations should be amended to limit the period without change, to three years.

PC/17/05/085 Review of Internal Control System and Review of Maintenance of Council's System of Internal Audit.

The Parish Council re-adopted its system of internal control involving regular inspections by an internal control councillor (Councillor Harries) and the provision of regular budget reports and bank account details to each meeting. As a consequence it was considered that the internal audit process and the internal controls for Bugbrooke Parish Council were effective and the audit plan circulated with the Agenda was agreed.

PC/17/05/086 Re-Adoption of the General Power of Competence

Resolution: It was proposed by Councillor Harries and seconded by Councillor Mrs Pope that Bugbrooke Parish Council should re-adopt the General Power of Competence as provided by S1 Localism Act 2011 being an eligible parish council which fulfils the criteria as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It was agreed unanimously.

The Parish Council meeting continued with the regular monthly business

PC/17/05/087 Declarations of Interest.s of interest.

Councillor Morris declared an interest in respect of Item 10 – New Tree for Chipsey Avenue

PC17/05/088 To sign and approve the minutes of the meeting held on 11th April 2017

The minutes of the meeting held on 11th April were approved, subject to the insertion of Councillor Kent's name as having abstained on the vote in connection with Item 17/04/73 – New Homes Bonus fund and the application by the Rugby Club. The minutes were amended accordingly and signed and initialled by the Chairman.

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PC17/05/089 Reports of issues previously raised

No issues were raised.

PC17/05/090 Public question time 7:42-7:46 P.M.

Mr Trevor Gill advised that he was about to undertake a charity walk in Spain and with the donations received would like to present trees to the Parish Council. It was agreed to put this item on the agenda for the next meeting.

A resident again raised the issue of the very poor road surface condition of John's Road, and in particular the large pot hole adjacent to 17/19 John's Road. The Clerk was requested to report it again on Street doctor.

PC17/05/091 District Councillors Report and Up Date

Councillor Harries reported that the new County Councillor for Bugbrooke was Mr Adam Brown. The Clerk was to contact Mr Brown to invite him to the future meetings of the Parish Council. The Clerk read a letter that she had received from County Councillor Kirkbride to thank Councillors for their gift to her.

PC/17/05/092 Planning Applications and Decisions

STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2017/0953 /LBC	Holly Bank, 31 High Street	Listed Building Consent for proposed internal alterations to form ground floor utility room and first floor ensuite	No objections.
F.I.O.	s/2017/0401 /FUL	14 The Paddocks	2 storey front extension to replace garage. First floor front and side extension. Balcony on west elevation	Refused 5.4.17

A. Planning Applications and Decision

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PC17/05//093 Police and Neighbourhood watch matters

Various alerts had been sent to the Bugbrooke Link website. Councillor Morris was to attend a meeting with Inspector Kevin Byrne and would report back to the Parish Council.

PC17/05/094 Playing fields and Community Centre

The Clerk reported that she had contacted Wicksteed regarding the resurfacing works. She had been advised by the Director of Works that it had been discovered that what they had actually quoted for, they were unable to carry out. However, this was their fault and therefore they would be carrying out a slightly different operation, but one that would give a better end result and would normally be more expensive. However, as this was not of the Parish Council's making, they agreed to abide by the original quotation. The works would commence on Monday 22nd May, subject to weather permitting access.

PC17/05/095 Disabled Access Around the Village

This had been raised on various occasions in the past, but Councillor Morris and Mr and Mrs Gill, a wheelchair user, had carried out a tour of the village to ascertain which routes were inaccessible for wheelchair users. These were identified as:-

Georges Close to Pilgrims Lane

Community Centre from Pound Lane

Doctor's surgery entrance

The Clerk was requested to ascertain the status of the path between the community centre and Pound Lane and obtain details of the cost of altering each of the barriers, to be reported back to the June meeting.

PC/17/05/096 New Tree for Chipsey Avenue

The item was deferred until the June meeting

PC/17/05/097 Parking Issues Around the Village

- A. The Clerk reported that she had spoken with the police about the issues around the Kislingbury Road garage. The police advised that they had in turn spoken with South Northants Homes who were monitoring the situation, but that there was little action they could take if the vehicles were taxed and insured and parked on the highway. It was agreed to contact SNC Planning to ascertain if there were any planning conditions/restrictions on the site to limit the number of vehicles.
- B. Councillors were considering requesting NCC Highways to implement parking restriction at the following locations:-
 - Levitts Road/Johns Road junction
 - Smitherway/Johns Road junction

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Church Lane – outside the Byre, for a length of approx. 20 metres from the northern end of the lay-by.

It had previously been suggested that the turning head on Chipsey Avenue adjacent to the school should also have parking restrictions, but Councillors decided not to proceed with this suggestion. In order to progress the request to NCC Highways, the Parish Council must be able to show that they have consulted with residents and accordingly the Clerk was requested to write a short article for the next edition (June) of the Bugbrooke Link, to obtain the residents response to these proposals.

- C. The issue of traffic and parking around Campion School was raised and the Clerk was requested to include this as an agenda item for the June meeting.

PC/17/05/098 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for all areas.

Hedges/Trees.

No new problems were reported, but 11 Johns Road had recently had their front garden graveled and this was spreading on to the footpath and the highway. The Clerk was requested to contact SNC to ascertain ownership of the land adjacent to Camp Close

Footpaths

The Clerk had been contacted by the owner of the Old Crown to ask if the Parish Council would prefer to have a kissing gate installed as opposed to the stile which is currently in place. It was agreed to accept the offer of the kissing gate.

Emergency Planning/Pathfinder II Project.

Councillor Collett had distributed a photograph of the outreach vehicle that was to be parked on the Parish Council car park on the occasion of the church fete in July.

Street Lighting

1. Adoption of Street Lighting on Johns Road Development. The Clerk reported that Councillor Phil Bignell had been in contact with Andy Lord at Persimmon Homes and was awaiting receipt of the relevant information.
2. Street Light in West End. The Clerk reported that she had heard nothing further from the resident and that the 14 day period was now at an end.

Highways and Transport

Removal of Grass Verge at 47 Pilgrims Lane

The Clerk confirmed that she had received a response from the Community Engagement Manager at NCC Highways who advised that a licence for the works had now been granted. The Clerk was requested to reply to NCC to express their displeasure at the un-business like manner in which this matter has been dealt with.

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Transfer of Services /Patient Participation Group

Nothing to report.

PC17/05/099 Twinning.

The Chairman reported that the football club were to make a trip to Vohl for 6 days with effect from 26th May. 48 people were going and it was expected that there would be a return visit next year.

PC17/05/100 Parish Office Arrangements During the Clerk's Absence

The Clerk advised that she would be absent for the June meeting. The Clerk and the Deputy Clerk would prepare and circulate the Agenda but the meeting itself would be Clerked by Mrs Ann Gilbert. The Deputy Clerk would be in the Parish Office on Monday and Tuesday mornings and would respond to emails and telephone messages. In case of emergency or any urgent matter the Deputy Clerk would have relevant contact details.

PC17/05/101 Village Enhancement Contribution

The Chairman urged Councillors to put forward suggestions for projects suitable for utilizing the contribution. Councillor Mrs Pope suggested the provision of hanging baskets along the High Street and the Clerk was requested to obtain the costs of providing baskets, for discussion at the next meeting. Councillor Henson suggested the provision of CCTV at the entry and exit points of the village and agreed to obtain costings. The Chairman suggested the planting of an avenue of trees along the new fence bounding the new rugby pitches. The Clerk was requested to provide suggested varieties, but if agreed could not be carried out until the autumn.

PC17/05/102 Financial matters

A financial statement for month ending 30th April had been circulated with the Agenda, and the figures were as follows:-

Current Account as at 31.3.17		£33,496.61
CCLA Deposit Fund as at 31.3.17		£30,000.00
Interest from CCLA		£ 6.47
Precept		£36,000.00

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Funding from NCC		£ 9,500.00
Total available		£109,003.08
Less April Payments	£7,156.75	
Total funds at 31.4.17		£101,846.33

PC/17/05/103 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 April 2017	333.48	53.36	Parish Councils Act 1957 s3; Highways Act 1980 s301
(I.B.)	HM Revenue & Customs	Tax - SBB + JS + NIC (43.71)	182.31		HMRC requirement
(I.B.)	Mrs S Bramley-Brown	Clerk's salary - April 17 less tax + expenses mileage	£869.70		Local Gov't Act 1972 S112
(I.B.)	Mrs Jo Scott	Deputy Clerk's salary - April + mileage, etc	£307.93		Local Gov't Act 1972 S112
(I.B.)	A H Contracts	April dog and litter bins	£439.01	73.17	Litter Act 1983
(I.B.)	Northants Acre	Annual Membership	£35.00		Local Gov't Act 1972 S112
(I.B.)	NCALC	New Clerks Training - JS	£175.00		Local Gov't Act 1972 S112
	NCALC	Ratification of payment made in April - Annual Membership and Internal Audit Fees	£1,106.66		LGA 1972 S112

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	Aylesbury Mains	Ratification of payment made in April – street light replacement programme	£3,148.80	524.00	Highways Act 1980 S96
	Nigel Stanford Tree Care	Ratification of payment made in April – removal of large tree branch on Pilgrims Lane footpath	£250.00		GPoC
		<u>RESOLVED:</u>	That these invoices be paid		
		<u>ACTION:</u>	Clerk		

PC17/05/104 Date of next meeting

Monday 12th June 2017 7.30 p.m.

There being no further business the Chairman closed the meeting at 9.08 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....