

September 11, 2017

Bugbrooke Parish Council

Agenda & Meeting Minutes

September 11, 2017

Monthly Meeting of the Full Council

held on Monday 11th September 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 Phil Bignell	Councillor Paul Henson
Councillor Robb Collett	Councillor Alan Kent
Councillor Brian Curtis	Councillor Des Morris
Councillor John Curtis, BEM Chairman	Councillor Mrs Catherine Parry
Councillor Ken Gardner	Councillor Mrs Linda Pope
Councillor Mrs Teresa Garlick	Councillor Terry Ward

Sally Bramley-Brown - Clerk

5 members of the public

Absent

Apologies were accepted from: *Reason:* *Excluded from 6 month rule*

County Councillor Adam Brown
Mrs Jo Scott – Deputy Clerk
Councillor Phil Bignell arrived at 8.00 p.m.

PC17/09/171 The Chairman opened the meeting by announcing the sudden death of Councillor Brian King. A card of condolence had been circulated for Councillors to sign and the Parish Council stood for a minute's silence in memory of Councillor King who had been a valued member of the Parish Council for many years.

PC/17/09/172 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above.

PC17/09/173 Declarations of Interest.s of interest.

Councillors declared an interest in items on the Agenda as follows:-

Item 8.3 - 14/14a Butts Hill Crescent – Councillor Gardner

Item 16 - Grant Funding Applications.

A - The Wednesday Club – Councillors Harries and Mrs Pope

C - BSACCA - Councillors Brian Curtis; John Curtis; Harries; Phil Bignell and Collett.

Item 17 - Contribution to Bugbrooke St Michael's Church - Councillors Mrs Garlick, Kent and Harries.

Item 20 - New |Homes Bonus Funding - Councillors Phil Bignell; John Curtis; Brian Curtis; Harries; Collett; Gardner; Mrs Pope and Mrs Garlick

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PC17/09/174 To Consider Whether The Register of Interests Requires Updating.

No changes were recorded

PC/17/09/175 To Sign and Approve the minutes of the meeting held on 14th August 2017

The minutes of the meeting held on 14th August were approved, signed and initialled by the Chairman.

PC17/09/176 Reports of issues previously raised

Councillor Mrs Pope raised the issue of the lighting on KD 25. Some work was carried out earlier in the year to try and alleviate the problem and the Clerk was requested to include an item on the Agenda for the October meeting

PC17/09/177 Public question time 7:35 - 7.38. p.m.

A resident advised that a Purple Bricks For Sale board had been erected on a Parish Council owned lamp column. The Clerk was requested to contact the property owner and request the immediate removal of the board as it had been erected without consent.

PC17/09/178 District Councillors Report and Up Date

Councillor Harries reported that Travellers had set up camps on the site of both Towcester and Brackley Leisure Centre. There was an issue with a new police officer serving with the NCC travellers group who was failing to enforce a regulation to remove travellers within 14 days. SNC were taking the matter up with the Police and Crime Commissioner and all communities with open space areas and car parks had been warned to be vigilant.

PC17/09/179 Planning

1. 14 The Paddocks. The Clerk advised that she was still awaiting a response from the Environment Agency Enforcement Team. She confirmed that she had already sent a follow up and would endeavour to obtain information in time for the October meeting.

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2. South Northamptonshire Council – Planning Policy Consultations. Councillor Morris was due to attend a Parish Councils Briefing Session on 20th September. It was agreed that the Development Control Working Party would convene a meeting - to which Councillor Morris would be invited – to discuss the consultation and prepare comments for submission following discussion at the October meeting.

STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2017/2001 /FUL South Northants Homes	14 – 14a Butts Hill Crescent	Disabled ramp from property and paths leading to new parking bays	Support the Application
F.I.O.	s/2017/2116 /FUL	31 Waggoners Way	Conversion of existing garage to habitable accommodation, with new pitched roof over and single storey rear extension	No objections – matching materials

A. Planning Applications Approved up to 31st August 2017

Application No	Location	Proposal
S/2017/0548/FUL	18 Moores Close	Single storey front and side extension
S/2017/0400/FUL	The Old Crown, Heyford Road	Conversion of workshop and storage barn to single dwelling with separate rear garden amenity areas
S/2017/1275/FUL	6 Homestead Drive	Two storey side and first floor rear extensions
S/2017/1374/FUL	23 The Paddocks	Two storey rear extension
S/2017/1523/FUL	25 The Paddocks	Side extension

PC17/09/180 Police Matters and Speedwatch

There were no new matters to report.

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PC17/09/181 Playing fields and Community Centre

The Clerk had nothing to report. Councillor Harries advised that the Community Centre is to have its own website.

PC17/09/182 Disabled Access Around the Village

Councillor Morris confirmed that the main access points of concern were on the Pound Lane to Pilgrims Lane jitty and on the Pound Lane to the Community Centre jitty. The Clerk explained that the Community Centre path was the responsibility of BSACCA and Councillor Harries confirmed that he would request that the issue be raised on the next BSACCA agenda. The Pound Lane/Pilgrims Lane jitty is within the management of NCC Highways and the Clerk would contact the local representative to discuss the Parish Council funding the alteration to the barrier.

PC/17/09/183 Parking and Traffic Generally Around Champion School

The Clerk reported that she was awaiting a response from the School.

PC/17/09/184 Parking in the Vicinity of the Garage

The Clerk confirmed she had contacted the Police.

PC/17/09/185 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for areas 1, 4 and 5 only.

Hedges/Trees.

Overhanging hedges and trees were reported at the following :

Wharf Bridge – Heygates

Footpath between Great Lane bridge and Millennium Green

West End opposite Peace Hill – Jesus Fellowship

Tree at The Byre

56a High Street

23 Chipsey Avenue – Overhanging conifer

There were a number of reports of nettles and weeds growing along footpaths and Councillor Henson, who has the appropriate certification, kindly agreed to spray the areas affected.

The Clerk was requested to contact Peter Warden regarding the mowing of Pilgrims Lane.

Footpaths

The Clerk had nothing to report.

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Emergency Planning/Pathfinder II Project.

Councillor Collett reminded Councillors of the Flood Prevention training day on 25th September. He confirmed that although notices had gone up all around the village, no one had come forward to act as a flood warden.

Street Lighting

The Clerk reported that she was still awaiting the outcome of the Balfour Beatty investigation.

Councillor Mrs Parry advised that the light close to the school is still being adversely affected by the willow tree in the school grounds, and the Clerk was requested to write to the school again.

Councillor Mrs Pope raised the issue of the lighting along KD25 between Pilgrims Lane and Johns Road. The Clerk was to contact Aylesbury Mains to discuss the issues and how the situation could be improved.

Highways and Transport

The Clerk reported that Kislingbury Road/High Street is to be closed again for one week at the end of October. Councillors requested that the Clerk contact NCC Highway to request improved signage of the closure, and also to contact both Heygates and Unusual Rigging to enable them to advise HGVs visiting their premises of the best approach, to avoid HGVs trying to turn round in the village or push through the roadworks.

The Clerk had received confirmation from NCC highways that they would not be considering installing a bi-directional traffic scheme for the bridge close to Unusual Rigging.

Millennium Green

Councillor Harries reported that there had been two instances of vandalism on the green in August, affecting, trees, seats and bins. The first had been using red paint, which had, in the main been successfully removed, but the second involved the use of a large knife or machete and consequently had been reported to the police.

Patient Participation Group

Nothing to report.

PC17/09/186 Village Enhancement Contribution from Persimmon Homes

Councillors had debated the expenditure of the contribution on numerous occasions since it had been received in December 2015.

It was agreed that the following works should be undertaken/explored:-

1. The refurbished bus shelter at Butts Hill should now be painted with anti-vandal paint in the same moss green colour as the other bus shelters in the village, to give a corporate image. The cost of the anti-vandal paint was £150 per 5 litres

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PC17/09/187 RESOLUTION.

It was proposed by Councillor Phil Bignell and seconded by Councillor Ward that the bus shelter at Butts Hill should be painted in moss green anti-vandal paint and this was approved by a majority vote

2. Councillors discussed the provision of extra seating around the village; the planting of bulbs on the Wagon and Horses Green and Elm Tree Bank; Wild flowers planting on grass verges and the planting of additional trees at various locations around the village.

3. The Clerk explained that the funding received from Persimmon was fettered by various restrictions on its usage. However, although not specifically referred to, the Parish Council had carried out a number of projects around the village which would have complied with the restrictions.

PC17/09/188 RESOLUTION.

It was proposed by Councillor Mrs Pope and seconded by Councillor Harries that the Clerk be requested to submit copies of the invoices relating to the resurfacing of the play area at the community centre; the seats for the Millennium Green and the provision of new litter and dog bins at various locations around the village, to SNC in compliance with the requirement of the S106 agreement relating to the development at Johns Road. The proposal was carried unanimously.

PC17/09/189 Village Enhancement Licences

4. Councillors requested that the Clerk write to NCC Highways to obtain the necessary consents to facilitate the planting of bulbs on the two areas in the centre of the village (daffodils, crocus and snowdrops) and to plant ornamental flowering trees at the following locations:-

Homestead Drive/Johns Road - 1

Waggoners Way/Johns Road - 2

Oaklands/Johns Road - 1

Litchborough Road/Unusual Rigging - 6

Smither Way/Johns Road - 1

Chipsey Avenue - 1 - replacement for the tree lost last year.

If approval was granted by NCC Highways the Clerk was requested to write to the owners of the properties adjacent to the proposed locations for the new trees to ascertain if they had any objections.

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The Clerk was further requested to obtain costings for the purchase of bulbs and trees and to proceed with the purchase of these items if approval was granted by NCC Highways and subject to the agreement of the adjoining property owners.

PC17/09/190 Noticeboard

5 It was further agreed to seek NCC Highways consent for a new noticeboard to be installed at the junction of Oaklands/Johns Road and to obtain a quotation from Greenbarns.

PC/17/09/191 Grant Funding Applications

The Clerk had received four grant funding applications from village organisations as follows:-

A. The Wednesday Club – application for £500 to be used for mini bus hire for transport of members with poor mobility. Application approved in full.

B. Bugbrooke Primary School – application for £1000 to provide the children with a sensory garden. The school had already secured funding from Tesco Bags of Help in the sum of £12,000.

The Chairman reminded Councillors that the revised Grant Funding Policy adopted at the Annual Meeting of the Parish Council states that applications will generally only be accepted up to £500, but that at the Parish Council's discretion and relation to specific projects this may be increased to £1,000. Councillors, whilst supportive of the application were not of the view that this was a project to which the discretionary amount applied. Councillors did approve a grant of £500.

C. Bugbrooke Sports and Community Centre Association – application for £1,000 to carry out a complete kitchen refurbishment. The Chairman expressed the view that the community centre was a central hub in the village and one which the Parish Council supported whole heartedly. Councillors agreed, on a vote(8:2), that this was a project where they wished to exercise their discretionary power and approved the award of £1,000.

D. Tuesday Night Football – application for £500 to help fund the cost of pitch hire at Campion School and the required Public Liability insurance. The resident who has set up the group was present at the meeting and was invited to provide information to the Councillors. The application was approved and the resident asked to provide bank details.

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PC/17/09/192 Contribution to Bugbrooke St Michaels Church for a Roof Alarm.

The Clerk had circulated a Briefing Note with the agenda, setting out the need for the provision of the additional security measures in order to try to prevent the theft of the leading roofing of the church. The Parish Council's Grant Funding policy specifically excludes applications for religious buildings, but in view of the time and financial commitment to securing the additional churchyard and the extended Millennium Green, the Parish Council was of the view that they wished to support the request for a contribution.

RESOLUTION: It was proposed by Councillor Mrs Pope and seconded by Councillor Henson that the Parish Council should provide a "one-off" contribution to the Friends of the Church for the provision of a roof alarm. The proposal was carried unanimously.

Pc/17/09/193 Parking Restrictions at Various Locations

The Clerk had submitted four applications for inclusion in the annual traffic regulation order review to be carried out in December. The applications in respect of Johns Road/Smitherway; Johns Road/Levitts Road; Church Road adjacent to The Byre were confirmed as going forward to the review. However the application in respect of the doctors' surgery access had been amended to an Advisory White Access Protection Marking.

PC/17/09/194 New Homes Bonus Funding

The Clerk commenced the discussion by reminding Councillors that under the Standing Orders of the Parish Council they were not able to rescind resolutions within 6 months of them being passed, unless by recommendation of a sub-committee or by a request for a motion signed by 5 Councillors. As neither of these events had occurred Councillors could not alter the decisions they had previously made in relation to supporting three applications submitted to SNC. Furthermore the Parish Council was only able to indicate whether it supported the applications or not – the final decision regarding which organisations would receive funding and the amount rested with SNC alone. It was acknowledged that the majority of Councillors had declared an interest in the agenda item but in the circumstance it was agreed that all Councillors could take part in the discussion.

The total amount available for 2017/18 was approximately £39,000. The Parish Council had previously indicated its support for applications as follows:-

Bugbrooke Rugby Club - up to 50% of the total amount available	(£19,500)
Bugbrooke Football Club - sound-proofing works	(£12,000)
Bugbrooke Sport and Community Centre Association – kitchen	(£16,500)

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The Chairman proposed that the balance of the unfettered Village Enhancement Contribution (up to a total of £6,000) be given to BSACCA as a contribution towards the kitchen refurbishment, and if agreed, the Clerk to provide Councillor Harries with a copy of the draft minutes for submission to the SNC grants panel. This would enable the application by BSACCA to be reduced to £9,500.

RESOLUTION: It was proposed by Councillor Morris and seconded by Councillor Henson that the Parish Council should give the sum of £6,000 to BSACCA, in addition to the £1,000 given under the Parish Council grant funding scheme, and to authorise the Clerk to provide a copy of this draft Minute to Councillor Harries for submission to SNC grants panel, thereby enabling the BSACCA application to be reduced to £9,500. The proposal was carried unanimously.

PC/17/09/195 Father Christmas's visit to Bugbrooke.

Councillors were reminded that in January, it had been resolved that in future years the Parish Council would support this event. Councillor Morris circulated a list of items necessary to be able to recreate the event for this year. The Clerk confirmed that sufficient funding was available and Councillors unanimously approved the expenditure in preparation for the event. Councillor Morris is to confirm the date of the event in due course.

PC/17/09/196 Annual Audit

The Clerk reported that she had been notified of completion of the external audit by BDO. No issues had been raised requiring the issue of an additional report. Councillors were requested to resolve to formally approve the finalized Annual Return and Annual Governance Statement

RESOLUTION: It was proposed by Councillor Harries and seconded by Councillor Mrs Pope that the Parish Council approve the Annual Return and the Annual Governance Statement. Agreed unanimously.

Pc/17/09/197 Financial matters

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

Current Account as at 31.7.17		£45,331.47
CCLA Deposit Fund as at 31.7.17		£30,000.00
TOTAL AVAILABLE		£75,331.47

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Less August Payments	£14,209.035	
Total funds at 31.8.17		£61,122.44

PC/17/09/198 Internal Control Councillor Review

The Clerk reported that Councillor Harries had satisfactorily completed the quarterly internal review

PC/17/09/199 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 August	£356.23	57.01	Parish Councils Act 1957 s3; Highways Act 1980 s301
387	Bt payment services	Parish Office Phone and Broadband provision	£140.65	23.44	Telecommunications Act 1983 S97
I.B.	HM Revenue & Customs	Tax - SBB + JS August + NIC (43.71)	£207.51		HMRC requirement
1.B.	Mrs S Bramley-Brown	Clerk's salary– August less tax expenses mileage	£924.69		Local Gov't Act 1972 S112
I.B.	Mrs Jo Scott	Deputy Clerk's salary – August overtime	£258.49		Local Gov't Act 1972 S112
I.B.	P W Warden	August Mowing	£636.00	£106.00	LGA 1972 S112
I.B.	A H Contracts	August Bins	£439.01	£73.17	Litter Act 1983 ss 5,6
I.B.	Icancopy	Photocopier Repair	£96.00	£16.00	LGA 1972 S 112
I.B.	Mr P Wilkins	Village repairs	£30.00		LGA 1972 S112
I.B.	Wright Property Services	Cutting back vegetation adj community centre play area	£150.00		Open Spaces Act 1906 s6
I.B.	BDO Pll	External Annual Audit 2016/17	£480.00	£80.00	Local Audit and Accountability Act 2014 S4

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I.B.	Came and Co	Annual Insurance Renewal	£1,461.99		LGA 1972 S112
I.B.	SLCC Enterprises	Attendance at Regional Training Conference	£153.60	25.60	LGA 1972 S112

There being no further business the Chairman closed the meeting at 9.24 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....