

November 13, 2017

# Bugbrooke Parish Council

Agenda & Meeting Minutes

November 13, 2017

## Monthly Meeting of the Full Council

held on Monday 13th November 2017 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 were accepted from: Reason: Excluded from 6 month rule .....   | 3        |
| PC/17/11/223 To Receive and Accept Apologies for Absence .....   | 3        |
| PC17/11/224 Declarations of Interest.s of interest. ....   | 3        |
| PC17/11/225 To Consider Whether The Register of Interests Requires Updating. ....  | 3        |
| PC/17/11/226 To Sign and Approve the minutes of the meeting held on 9 <sup>th</sup> October 2017 .....   | 3        |
| PC17/11/227 Reports of issues previously raised .....  | 3        |
| PC17/11/228 Public question time 7:40.p.m. ....  | 3        |
| PC17/11/229 District Councillors Report and Up Date .....  | 4        |
| PC17/11/230 Planning .....   | 4        |
| 2. South Northamptonshire Council – Planning Policy Consultations Pre- Submission Draft Local Plan Part 2. Councillors confirmed they were happy with the submission sent to SNC. .... | 4        |
| 3. Planning Applications and Decisions .....   | 4        |
| PC/11/231 County Council Consultations .....   | 5        |
| PC17/11/232 Police Matters and Speedwatch.....   | 6        |
| PC17/11/233 Playing fields and Community Centre.....   | 6        |
| PC17/11/234 Disabled Access Around the Village .....   | 6        |
| PC/17/11/235 Parking and Traffic Generally Around Champion School.....   | 6        |
| PC/17/11/236 Bus Shelters .....  | 6        |
| <b>PC/17/11/237 Parish Matters .....</b>   | <b>7</b> |

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

|   |          |
|---|----------|
| <b>Monthly Inspection Sheets</b> .....  | <b>7</b> |
| Hedges/Trees.....   | 7        |
| Footpaths .....   | 7        |
| Emergency Planning/Pathfinder II Project. Councillor Collett advised no work had been carried out by the Environment Agency on the brook to date and will follow up. .... | 7        |
| Street Lighting.....  | 7        |
| Highways and Transport .....  | 7        |
| PC17/11/238 RESOLUTION.....   | 7        |
| PC17/11/239 RESOLUTION.....   | 7        |
| <b>Millennium Green</b> Councillor  |          |
| Harries advised that a working party was to take place on 25 <sup>th</sup> November at 10.a.m. ....   | 8        |
| Patient Participation Group .....   | 8        |
| PC17/11/240 Approval of the Budget 2018/19.....   | 8        |
| RESOLUTION. ....  | 8        |
| PC17/11/241 Parish Councillor Vacancy.....  | 8        |
| PC17/11/242 LOCAL UPDATE FROM ANDREA LEADSON, MP .....  | 8        |
| PC/17/11/243 Mobile Library Service.....  | 8        |
| PC/17/11/244 New Homes Bonus Funding Application. ....  | 8        |
| Pc/17/11/245 Financial matters .....  | 8        |
| PC/17/11/247 Accounts for Payment.....  | 9        |
| *End of Minutes* .....  | 10       |

### In Attendance

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 Des Morris  
Councillor Mrs Catherine Parry  
Councillor Mrs Linda Pope Chairman  
Councillor Terry Ward

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

Mrs Jo Scott – Deputy Clerk  
County Councillor Adam Brown

7 members of the public

Absent

| <i>Apologies were accepted from:</i> | <i>Reason:</i> | <i>Excluded from 6 month rule</i> |
|--------------------------------------|----------------|-----------------------------------|
| Councillor John Curtis, BEM          | Personal       | Yes                               |
| Mrs Sally Bramley-Brown – Clerk      |                |                                   |

### PC/17/11/223 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above.

### PC17/11/224 Declarations of Interest.s of interest.

There were no declarations of interest.

### PC17/11/225 To Consider Whether The Register of Interests Requires Updating.

No changes were recorded

### PC/17/11/226 To Sign and Approve the minutes of the meeting held on 9<sup>th</sup> October 2017

The minutes of the meeting held on 9<sup>th</sup> October were approved, signed and initialled by the Chairman.

### PC17/11/227 Reports of issues previously raised

Councillor Mrs Pope enquired whether residents at 67-71 High Street had been contacted regarding the gravel spillage onto the footpath from their driveways. The Clerk advised we are awaiting a response.

### PC17/11/228 Public question time 7:40.p.m.

7 members of the public attended the meeting.

2 residents raised concerns over the poor state of Pilgrims Lane potholes. Clerk to report to Street Doctor. A resident was concerned over the possibility of a future development on land adjacent Pilgrims Lane. Councillor Harries was not aware of a planning application for that site which was in the open countryside and therefore unlikely to receive planning permission from SNC. A further resident raised concerns over the increasing crime in the village; he had been a recent victim of burglary and asked what initiatives were in place in the village. He was

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

informed of the new volunteer Neighbourhood Watch Co-ordinator, Adam Case at The Bakers Arms who had recently been appointed. A resident referred to the issue at 14 The Paddocks regarding a possible flooding risk which had been raised with the Environment Agency. It was confirmed the Parish Council were still awaiting a response from the enforcement team at the Environment Agency.

Adam Brown, County Councillor referred to the serious financial situation at the NCC. The future of the County Council was uncertain, he referred to the currently proposed 3 main cuts to services;

Bus services - will no longer be subsidised

Gritting - to be reduced from 50% to 33%

Libraries - closures of some libraries and the removal altogether of the mobile library service.

### PC17/11/229 District Councillors Report and Up Date

Councillor Phil Bignell assured Council that in the District there are only 5 Bus Services subsidised by NCC and none of them served Bugbrooke. The Library at Towcester was not under threat with current proposed cuts by NCC and will remain open. Councillor Harries reported that Clerks had met the new Chief Executive, Yvonne Rees, at their recent Clerk Forum and she recognised the importance of the role that Parish Councils play.

### PC17/11/230 Planning

1. 14 The Paddocks. The Clerk advised that she was still awaiting a response from the Environment Agency Enforcement Team and would prompt a reply.
2. South Northamptonshire Council – Planning Policy Consultations Pre- Submission Draft Local Plan Part 2. Councillors confirmed they were happy with the submission sent to SNC.

### 3. Planning Applications and Decisions

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

| STAT US | APP NO AND APPLICANT                            | LOCATION   | PROPOSAL  | PC COMMENTS OR SNC DECISION  |
|---------|---|--|---|--|
| New     | S/2017/2642/<br>FUL<br><br>Brickwood            | 65<br>Smitherwa<br>y,<br>Bugbrooke                     | Two storey side and single storey rear extensions.  | No objections –<br><br>Matching materials  |
| New     | S/2017/2484/<br>MAF<br><br>Syed                 | Land East<br>of Middle<br>Street,<br>Nether<br>Heyford | Change of use from agricultural land to equestrian paddock and erection of stable block.  | No objections  |
| New     | A/2017/0401/<br>FUL                             | 14 The<br>Paddocks                                     | Appeal against refusal for planning permission for two storey front extension to replace garage, first floor front and side extension and balcony on west elevation | To be dealt with by written representations – the Parish Council's previous objections have already been submitted to the Planning Inspectorate. |
| New     | S/2017/2646/<br>FUL<br><br>Clifton-Rose         | 37<br>Oaklands,<br>Bugbrooke                           | First floor side extension.   | No objections – Matching materials   |
| New     | S/2017/1888/<br>COND                            | Land off<br>Peace Hill                                 | Condition 16 (Details of Street Lighting) Application for approval of details submitted pursuant to Condition 16 of planning permission                             | Objections – The application is not in keeping with current lights already at location.  |
| FIO     | S/2017/2540/TCA<br><br>Bugbrooke Parish Council | Elm Tree<br>Bank, High<br>Street                       | Crown lift prunus by 3-4 metres and cut back from telephone wires.  | FIO  |
| FIO     | S/2017/2665/TCA<br><br>Bugbrooke Parish Council | Wagon &<br>Horses<br>Green, High<br>Street             | Crown lift prunus tree by 3-4 metres.   | FIO  |

### PC/11/231 County Council Consultations

1. Councillors had no comments to make regarding the County Councils 2018-19 Budget Consultation: Phase 1 although the County Councils serious financial situation was noted.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

2. Councillors decided to defer comments on the library review to December's meeting and await figures on usage of Bugbrooke Mobile Library from County Councillor Adam Brown before commenting.

### PC17/11/232 Police Matters and Speedwatch

Councillor Kent reported he had been contacted by Gary Wright about Speedwatch for 2018. Councillors agreed to continue with this activity.

### PC17/11/233 Playing fields and Community Centre

Councillor Harries advised of the recent incident at the Community Centre involving a vehicle driving over the playing fields and damaging the surface. The incident had been reported to the Police.

### PC17/11/234 Disabled Access Around the Village

After consultation with Helen Howard of NCC Highways regarding the barriers off Pilgrims Lane/Pound Lane, only two options remained feasible, remove the barriers completely or leave barriers as they are. Councillor Morris suggested a further option of a single barrier. Clerk to pursue this with NCC Highways.

### PC/17/11/235 Parking and Traffic Generally Around Campion School

A response had been received from the Head Teacher at Campion School regarding re-opening the pedestrian access gate at Smitherway. Councillor Ward suggested that very little work would be needed to re-instate this access. It was agreed a meeting on site with the Head should be proposed. Clerk to write to Head Teacher to arrange site meeting.

The Parish Council remain of the view the Bus Stop opposite Campion School should be retained as it would be more dangerous for pupils to cross at the Mill Lane/Johns Road/Kislingbury Road junction which is the main HGV access to Heygates Mill.

Councillor Linda Pope confirmed that the Head Teacher was always welcome to attend Parish meetings and raise issues at Public Question Time.

### PC/17/11/236 Bus Shelters

Councillors discussed both bus shelters on Wagon & Horses Green and on the High Street. It was agreed the Clerk would obtain quotes for remedial repairs to both shelters.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC/17/11/237 Parish Matters

#### Monthly Inspection Sheets

Monthly inspections sheets were received for areas 1,2,3 and 5 only.

#### *Hedges/Trees.*

Overhanging hedges and trees were reported at the following :

30 Oaklands – hedge needs to be cut back to the boundary.

Pilgrims Lane - Councillor Phil Bignell reported the construction of a garden wall and had raised concerns with the planning enforcement team at SNC.

#### *Footpaths*

Ace Lane KD8 – either side of footpath, tree roots uplifting footpath and potholes

Roadside High Street to KD16/KD32 Gate – overgrown vegetation needs cutting back .

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

Councillor Collett advised no work had been carried out by the Environment Agency on the brook to date and will follow up.

#### *Street Lighting*

Councillor John Bignell reported street light PL129 located at Camp Close/Pound Lane was without a plastic cover but was in working order. Clerk to contact Aylesbury Mains to replace plastic cover..

#### *Highways and Transport*

1. Councillors had been informed of a request from resident for the installation of a pedestrian crossing on Johns Road to be located between Levitts Road and Oaklands

### PC17/11/238 RESOLUTION.

It was proposed by Councillor Ward and seconded by Councillors Morris that the Parish Council should submit a request to NCC Highways for the installation of a pedestrian crossing between Levitts Road and Oaklands at a point to be agreed with NCC. The resolution was passed unanimously.

2. Councillors had been informed of a request by a resident proposing the temporary traffic lights on the railway bridge on Gayton Road be made a permanent fixture.

### PC17/11/239 RESOLUTION.

It was proposed by Councillor Henson and seconded by Councillors Phil Bignell that the Parish Council should submit a request to NCC Highways for the installation of permanent traffic lights on the railway bridge on Gayton Road. The resolution was passed by a majority.



# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### *Millennium Green*

Councillor Harries advised that a working party was to take place on 25<sup>th</sup> November at 10.a.m.

### *Patient Participation Group*

Councillor Mrs Teresa Garlick reported that at least 5 representatives have been appointed on the PPG from surrounding villages.

### **PC17/11/240 Approval of the Budget 2018/19.**

The draft budget prepared and agreed by the Clerk and the Finance Committee had been circulated with the agenda, together with explanatory notes in respect of certain items.

### **RESOLUTION.**

It was proposed by Councillor Mrs Parry and seconded by Councillor Ward that the draft budget for 2018-19 should be adopted. The resolution was passed unanimously.

### **PC17/11/241 Parish Councillor Vacancy**

The Clerk had received 3 applications so far. Details will be circulated to all Councillors before the December meeting when Councillors will conduct a ballot to elect a new Councillor.

### **PC17/11/242 LOCAL UPDATE FROM ANDREA LEADSON, MP**

Councillors agreed that the running of Bugbrooke Link magazine does not come under the powers of the Parish Council. It is for the Committee of Link to decide the relevance of articles to be published in the village magazine.

### **PC/17/11/243 Mobile Library Service**

Dates for visits of the mobile library December 2017-March 2018 will be published on noticeboards throughout the village.

### **PC/17/11/244 New Homes Bonus Funding Application.**

Councillors agreed they would like to support the grants application from Bugbrooke Bowls Club in the sum of £5000.00 towards new mowing equipment.

### **Pc/17/11/245 Financial matters**

A financial statement for month ending 31<sup>ST</sup> October had been circulated with the

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

| Agenda, and the figures were as follows:- |           |                   |
|---|-----------|-------------------|
| Current Account as at 31.10.17            |           | £59,840.53        |
| CCLA Deposit Fund as at 31.10.17          |           | £30,000.00        |
| Deposits and Miscellaneous Payments       |           | £ 5,909.54        |
| <b>TOTAL AVAILABLE</b>                    |           | <b>£95,705.07</b> |
| Less October Payments                     | £7,157.56 |                   |
| Total funds at 31.10.17                   |           | <b>£88,592.51</b> |

### PC/17/11/247 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 October   | £344.83  | 55.17   | Parish Councils Act 1957 s3; Highways Act 1980 s301 |
| I.B.   | HM Revenue & Customs | Tax - SBB + JS October+ NIC (43.71)  | £207.31  |         | HMRC requirement                                    |
| I.B.   | Mrs S Bramley-Brown  | Clerk's salary- October ess tax expenses mileage   | £977.62  |         | Local Gov't Act 1972 S112                           |
| I.B.   | Mrs Jo Scott         | Deputy Clerk's salary - August overtime  | £553.92  | 4.16    | Local Gov't Act 1972 S112                           |
| I.B.   | P W Warden           | October Mowing   | £636.00  | £106.00 | LGA 1972 S112                                       |
| I.B.   | A H Contracts        | October Bins   | £439.01  | £73.17  | Litter Act 1983 ss 5,6                              |
| I.B.   | Treeworx             | Removal of 3 conifers at play area adj Almond Close  | £540.00  | £90.00  | Open Spaces Act 1906 SS9, 10                        |
| I.B.   | K & J Hird Ltd       | Weekly watering of hanging baskets from July - October, installation of brackets and derigging | £1788.00 | £298.00 | GPOC  |
| I.B.   | Greenbarnes Ltd      | New noticeboard for Oaklands/Johns Road  | £2181.64 | £363.61 | LGA 1972 S112                                       |

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

|      |                                   |   |         |         |                                 |
|------|-----------------------------------|---|---------|---------|---------------------------------|
| I.B. | Wright<br>Property<br>Services    | Erection of fencing at<br>Church Lane Car Park<br>including materials | £210.00 |         | Open Spaces Act<br>1906 SS9, 10 |
| I.B. | Wright<br>Property<br>Services    | Clearing vegetation at KD25<br>footpath                               | £140.00 |         | Open Spaces Act<br>1906 SS9, 10 |
| I.B. | Councillor<br>Morris              | Santa suit & Elf hats   | £152.60 | £17.83  | GPoC                            |
|      | R and G<br>Grounds<br>Maintenance | September mowing and<br>weed spray                                    | £721.00 | £120.16 | Open Spaces Act<br>1906 SS9, 10 |

*There being no further business the Chairman closed the meeting at 8.46 p.m.*

**\*End of Minutes\***

CHAIRMAN:.....

DATE:.....