

March 12, 2018]

Bugbrooke Parish Council

Agenda & Meeting Minutes

March 12, 2018

held on Monday 12th March 2018 at 7.30 p.m, at the Community Centre, Bugbrooke.

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In Attendance

Councillor John Curtis - Chairman
Councillor Phil Bignell
Councillor Brian Curtis
Councillor Ken Gardner
Councillor Mrs Teresa Garlick

Sally Bramley-Brown - Clerk
Jo Scott – Deputy clerk

Councillor David Harries, BEM
Councillor Paul Henson
Councillor Des Morris
Councillor Ms Sarah Munday
Councillor Mrs Catherine Parry
Councillor Terry Ward

5 members of the public

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Absent Councillor John Bignell

<i>Apologies were accepted from:</i>	<i>Reason:</i>	<i>Excluded from 6 month rule</i>
Councillor Robb Collett	Personal	Yes
Councillor Alan Kent	"	"
Councillor Mrs Linda Pope	"	"

PC18/03/034 To receive and accept apologies for absence

Apologies were received and accepted as above. The apologies from Councillors Collett, Kent and Mrs Pope were excluded from the six month rule.

PC18/03/035 Declarations of interest

Councillors Mrs Parry and John Curtis declared an interest in respect of Item 19 – Allotments

PC18/03/036 To Consider whether the register of interests requires updating

No changes were recorded

PC18/03/037 To sign and approve the minutes of the meeting held on 12th February 2018

The minutes of the meeting held on 12th February were approved as a correct record of that meeting and were duly signed and initialled by the Chairman.

PC18/03/038 Reports of issues previously raised

There were no reports on issues previously raised.

PC18/03/039 Public question time

There were no questions from members of the public.

PC18/03/040 District Councillors Update

Councillor Phil Bignell informed Councillors that the New Homes Bonus funding that Parish Councils received from SNC was to be retained at 15% until March 2019 and that during the year there was to be a full consultation with all parishes to agree the most appropriate formula for future payments.

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PC18/03/041 Planning

Planning Applications and Decision

STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2018/0318/FUL	4 Meadway	Two storey side extensions.	No objections.
New	S/2017/1888/COND	Land off Peace Hill, Bugbrooke	Approval of lighting details	No Objections
New	S/2018/0360/FUL	126 Johns Road	Installation of a window on first floor side elevation	No objections

PC18/03/042 Police and Neighbourhood watch matters

Councillors had invited a representative from the Police and Crime Commissioners' office to address the Parish Council in relation to sponsorship of a PCSO. Councillors raised a number of questions about accountability, working hours, liaison and priorities. The Parish Council was advised that a small number of other parishes had indicated an interest in the scheme and that the nearest to Bugbrooke, was Weedon. After the PCC representative had left, Councillors were informed that there were sufficient funds available in the current financial year to sponsor a half time PCSO for 1 year. The council could then use the time to assess the effectiveness of the PCSO on the village and also consult with residents for funding for future years.

RESOLUTION:	It was proposed by Councillor Phil Bignell and seconded by Councillor Harries that Bugbrooke Parish Council should sponsor a PCSO for the financial year 2018/19 on a half time basis, with the probability that this would be shared with Weedon. The proposal was carried unanimously.
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PC18/03/043 Playing fields and Community Centre

Nothing to report.

PC18/03/044 Champion School

Side Access Gate – Councillors were informed that letters had been delivered to those properties closest to the gate in Smitherway and that an article had been submitted for

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inclusion in the April edition of Bugbrooke Link. The Clerk had received a number of responses from residents and they would be collated and presented to the May meeting. The Clerk was requested to also send letters to affected properties in Shepherds Walks and Waggoners Way.

Campion 50th Anniversary Book – The Clerk confirmed that the loan had been repaid in full.

PC/18/03/045 Bus Shelters

The repair works were reported as still outstanding.

PC/18/03/046 Hanging Baskets for Summer 2018

The baskets were to be delivered to Nobottle Nursery shortly after the meeting and the baskets would be ready to go on display at the end of May/ beginning of June, depending upon the weather. The Deputy Clerk had sought to obtain quotations from alternative watering service providers, without success. She had therefore instructed the company used last year, that the Parish Council would like them to undertake the watering again this year. They would also install and re-derigg at the end of the season.

PC/18/03/047 General Data Protection Regulations 2016

The Clerk advised that in preparation for the new regulations coming into force, that all Parish Councillors who used emails as a means of communication, would be provided with a new email address linked to the Parish Council website. Those Councillors who were affected were requested to bring a device with them to the next meeting (April) to enable the new addresses to be set up. The Clerk and Deputy Clerk were to attend training on 27th March and they would report back to the April meeting.

PC/18/03/048 Mobile Library Service

Councillors were advised that the Clerk had received notification from NCC that the mobile library service had been withdrawn with immediate effect.

PC/18/03/049 Variation to premises licence for The Bakers Arms

The Clerk had received an application to vary the licence provisions for the Bakers Arms. The premises currently hold a licence which enables live music to be performed up to 2.00 a.m. on Friday and Saturday. The application under consideration was to decide if the licence for servicing alcohol should be amended to permit drink sales also until 2.a.m.

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RESOLUTION	It was proposed by Councillors Harries and seconded by Councillor Phil Bignell that the Parish Council should oppose the application. Ten Councillors voted in favour and Councillor Mrs Garlick abstained.
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PC/18/03/050 2018 Best Village Competition

The Bugbrooke WI had requested that the Parish Council considered entering the competition this year. Councillors did discuss the proposal but it was felt that it would involve a considerable amount of extra work, and therefore that Bugbrooke would not submit an entry this year. If volunteers came forward to form a working party, then it was possible it would be considered next year.

PC/18/03/051 Parish matters

Monthly Inspection Sheets

Monthly inspections sheets were received from three areas.

Hedges/Trees.

Overgrown conifers on the Lime Grove/Beech Grove jitty.
Trent Valley between West End and the Church – cattle were pushing over the fence.
Tree at 17 Meadway.

Footpaths

Nothing to report.

Emergency Planning

It was agreed that the Parish Council should prepare an Emergency Plan. Consequently a working party was formed – Councillors Phil Bignell, Harries, Ms Munday and Mrs Parry, the Chairman and the Clerk/Deputy Clerk. The first meeting to be arranged as soon as possible. SNC could provide a standard template.

Street Lighting

The Clerk advised that she had now received all the necessary documentation to facilitate the adoption of the street lighting on the Johns Road development.

RESOLUTION	It was proposed by Councillor Phil Bignell and seconded by Councillors Ward that Bugbrooke Parish Council should proceed with the formal adoption of an additional 14 street light columns, as shown on the plan submitted to the Clerk. The resolution was carried unanimously
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Highways and Transport

Levitts Road/Spencer Close – Large potholes

Johns Road – opposite 17 – large pothole

Meadway/Pilgrims Lane – previous repairs had disintegrated leaving even larger holes

Camp Hill – Large pothole.

Millennium Green

The Clerk had nothing to report.

Patient Participation Group

Nothing to report.

PC18/03/052 Allotments.

1. The Clerk reported that she had received notification from the Peterborough Diocesan Board that there would be no increase in the rental paid for the area of allotment land. The Parish Council had previously co-ordinated the rent review period on the allotment land which it owned with that of the Board. Councillors agreed that as the Board had not increased the rent, that neither would the Parish Council

2. The Clerk reported that she had received a request from the Allotment Association to carry forward the £250 annual grant from 2017/18 into the new financial year. The association were planning on having work carried out on the vehicular access track and this amount, together with the annual grant for 2018/19 would enable them to purchase the necessary materials.

RESOLUTION	It was proposed by Councillor Ward and seconded by Councillor Henson that the Parish Council should carry forward the Allotment Association annual grant for 2017/18 to enable the members to utilise it in 2018. The resolution was carried unanimously
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PC18/03/053 New Homes Bonus Funding Application to SNC

A Bugbrooke Village Hall Pre-School had submitted an application to SNC . This replaced the earlier submission which was withdrawn following the discovery of additional work that was required. Councillors unanimously agreed to support the application but expressed deep concern about the future viability of the building and also that the lease to the pre-school is ambiguous as to its provisions relating to repairs. Councillors agreed that the Clerk should be requested to arrange a meeting with the Village Hall Trustees and representatives of the pre—school together with the Clerk and

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the Chairman, to discuss matters and to find a way forward to secure the future of both the building and the pre-school.

B Councillors were also advised that Bugbrooke Rugby Club had submitted an application for a Community Development Capital Fund grant from SNC. The Parish Council were not consultees in respect of such an application, but it was agreed that SNC should be advised that the Parish Council supported the application in any event.

PC18/03/054 Appointment of New Internal Auditor

Councillors were reminded that at the Annual Meeting of the Parish Council in May 2017 it had been agreed to request NCALC to appoint a new Internal Auditor.

RESOLUTION	It was proposed by Councillor Brian Curtis and seconded by Councillor Ward that the Parish Council should appoint Mrs Tina Chartress as the Internal Auditor for Bugbrooke. The resolution was agreed unanimously.
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PC18/03/055 Internal Auditor's Interim Report.

Councillors had been provided with a copy of the Internal Auditor's report following the interim audit which had been carried out on 27th February. In general terms the Auditor had been satisfied that the policies and procedures of the Parish Council resulted in the authority being well run, but she had identified two areas of concern. The first was in relation to the proposal to give a "one off" grant to the Friends of Bugbrooke Church" towards the cost of installing a roof alarm – she advised that this was prohibited by statute. The second was in relation to the appointment of the Internal Control Councillor, who should not, for the purposes of best practice, be a signatory to the Parish Council's bank account. Unfortunately Councillor Harries was both. It was therefore agreed to appoint a new Internal Control Councillor.

RESOLUTION	It was proposed by Councillor Gardner and seconded by Councillor Mrs Parry that Councillor Henson should be appointed as the Internal Control Councillor. The proposal was unanimously agreed.
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PC18/03/056 Grant Funding Applications

The Parish Council had received two grant funding applications for consideration:-

1. Application from Friend of Bugbrooke School (primary) for £500 towards the provision of a new noticeboard. Application approved.

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2. Application from Bugbrooke History Group for £500 towards the production costs of a new pictorial history book of the village to be published in time for Christmas 2018. Application approved.

PC18/03/057 Grant Towards Maintenance of Churchyard and Ace Lane Light.

The Clerk reminded Councillors that each year the Parish Council allocated the sum of £500 towards the cost of maintenance of the churchyard, and £40 towards the cost of the Ace Lane light. The Clerk had received a request for payment of these two amounts and they had been included in the payment schedule.

PC/18/03/058 World War One Centenary - To Mark the End of Hostilities - November 2018.

The Clerk advised that In November 2018 there were to be a large number of events to mark the centenary of the end of World War 1. A charitable organisation, the Armed Forces Covenant Fund Trust has been set up to benefit The Royal Foundation; Heads Together; Walking With The Wounded; Combat Stress; Help for Heroes; Project Equinox: Housing Veterans and Medical Students and the Commonwealth War Graves Foundation, and they had created an outline figure of a "tommy". All Parishes and communities were being encouraged to purchase a figure to assist the charities and as a memorial for all residents killed in war. Councillors agreed to the purchase of a "Tommy" Silhouette" to be located on the green at the top end of The Paddocks.

PC18/03/059 Financial matters

A financial statement for month ending 28 th February had been circulated with the Agenda, and the figures were as follows:-		
Current Account as at 31.01.18		£39,446.30
CCLA Deposit Fund as at 31.10.16		£30,000.00
SNC Grant Funding Payment		£12,000.00
Interest from CCLA		£10.46
Total available		£69,456.76
Less February Payments	£2,451.39	

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Total funds at 28.1.18		£67,005.37
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PC18/03/060 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 February 2018	322.26	51.55	s3;Highways Act 1980 s301
394	Anglian Water	Water supply for allotments	68.57		Smallholdings & Allotments Act 1908 S23
395	Bugbrooke PCC	Grant to maintain of churchyard and Ace Lane Light	£540.00		General Power of Competence
(I.B.)	HM Revenue & Customs	Tax - Clerk PAYE and NIC February	207.51		HMRC requirement
(I.B.)	Clerk	February	832.96		Local Govt Act 1972 S112
I.B.	Deputy Clerk	February salary + overtime	£455.79		Local Govt Act 1972 S112
I.B.	A H Contracts	February Dog and Litter Bins	£439.01	£73.17	Litter Act 1983 s5,6
I.B.	Parish Online	Parish Mapping annual charge	£54.00	£9.00	Local Govt Act 1972 S112
I.B.	Aylesbury Mains	Installation of new street light – KD25	£1,538.40	256.40	Parish Councils Act 1957 s3, Highways Act s97,98

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I.B.	SLCC	Annual renewal of membership for J.Scott	£100.00		Local Govt Act 1970 S112
I.B.	PDBF	Annual payment of rent – land for allotment sit	£300.00		Smallholdings and Allotments Act 1908 S23
I.B.	R and G Grounds Maintenance	Weed spraying – rugby club	£50.15	£8.36	Open Spaces Act 1906 S6
I.B.	I Can Copy	Repair of photocopier	£108.00	18.00	Local Govt Act 1970 S112
I.B.	NCALC	Training for Sarah Munday	£42		Local Govt Act 1970 S112
I.B.	Northants ACRE	Annual Membership	£35.00		Local Govt Act 1970 S112
I.B.	Mrs S Bramley-Brown	Parish Office stationery	133.90	22.32	Local Govt Act 1970 S112
		RESOLVED:	That these invoices be paid		
		ACTION:	Clerk		

PC18/3/061 Date of next meeting

Monday 9th April 7.30 p.m.

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

End of Minutes

CHAIRMAN:.....

DATE:.....