

September 10, 2018

Bugbrooke Parish Council

Agenda & Meeting Minutes

September 10, 2018

Monthly Meeting of the Full Council

held on Monday 10th September 2018 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.....	2
Apologies were accepted from: Reason: Excluded from 6 month rule	2
PC/18/09/180 To Receive and Accept Apologies for Absence	2
PC/18/09/181 Declarations of Interest.	3
PC/18/09/182 To consider whether the Register of Interest requires updating	3
PC/18/09/183 To sign and approve the minutes of the meeting held on 13 th August 2018	3
PC/18/09/184 Reports of issues previously raised.....	3
PC/18/09/185 Public question time 7.35 p.m. – 7.40 p.m.	3
PC/18/09/186 District Councillors Report and Update	3
PC/18/09/187 Local government reform in Northamptonshire	4
PC/18/09/188 Letter from Chris Heaton-Harris MP	4
PC/18/09/189 Planning Applications and Decisions	4
PC/18/09/190 Police Matters and Speedwatch.....	4
PC/18/09/191 Playing fields and Community Centre	5
PC/18/09/192 “Tommy”	5
PC/18/09/193 Twinning	5
PC/18/09/194 Parish Matters.....	6
Monthly Inspection Sheets	6
Hedges/Trees	6
Footpaths	6
Highways and Transport	6
Millennium Green	6
Patient Participation Group	6
PC/18/09/195 Emergency Planning.....	6
PC/18/09/196 Defibrillator	7
PC/18/09/198 Grant funding applications to the Parish Council.....	7
PC/18/09/199 Annual Insurance Renewal	7
PC/18/09/200 Annual Audit	8
PC/18/09/201 Father Christmas’s visit to Bugbrooke.....	8
PC/18/09/202 Commercial Waste Bin at 55 High Street	8
PC/18/09/203 NCC Highways – countywide Review of Grit Bins	8
PC/18/09/204 Financial Matters	9
PC/18/09/205 Accounts for Payment	9

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC18/09/206 Date of next meeting10
 End of Minutes10

In Attendance

- | | |
|--------------------------------------|-----------------------|
| Councillor John Bignell | Councillor Alan Kent |
| Councillor Brian Curtis | Councillor Des Morris |
| Councillor John Curtis BEM, Chairman | Councillor Terry Ward |
| Councillor David Harries, BEM | |

- | | |
|--------------------------------|-------------------------|
| Mrs Sally Bramley-Brown, Clerk | 1 Members of the public |
| Mrs N Palmer – Deputy Clerk | |

Absent

<i>Apologies were accepted from:</i>	<i>Reason:</i>	<i>Excluded from 6 month rule</i>
Councillor Mrs Garlick	Personal	Yes
Councillor Paul Henson	Personal	Yes
Councillor Phil Bignell	Personal	Yes
Councillor Ken Gardner	Personal	Yes
Councillor Mrs Linda Pope	Personal	Yes
Councillor Mrs Catherine Parry	Personal	Yes
Councillor Ms Sarah Munday	Personal	Yes
Councillor Ian Gordon	Personal	Yes

PC/18/09/180 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above. The apologies from all Councillors were excluded from the six-month rule. The Clerk advised Councillors that Councillor Phil Bignell had been injured in a road accident in Italy and was currently in hospital there. Councillors recorded their best wishes for a speedy recovery

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/18/09/181 Declarations of Interest.

Councillor Harries declared an interest in respect of item 15F – Millennium Green and Councillor Ward declared an interest in respect of item 25C – Payment for the Remembrance Day Wreath
PC/18/08/162 To consider whether the register of interests requires updating
No changes were recorded.

PC/18/09/182 To consider whether the Register of Interest requires updating

No changes were recorded.

PC/18/09/183 To sign and approve the minutes of the meeting held on 13th August 2018

The minutes of the meeting held on 13th August were approved, signed and initialed by the Chairman.

PC/18/09/184 Reports of issues previously raised

There were no reports on issues previously raised.

PC/18/09/185 Public question time 7.35 p.m. - 7.40 p.m.

A resident of Pilgrim's Lane asked if there was any information about when the very large potholes in Pilgrims Lane were likely to be filled. The Clerk was requested to report the issue again on Northamptonshire Highways Street Doctor but in view of the current financial crisis at NCC, it was unlikely that the works would be carried out soon.

The Clerk had received a letter from a resident, who was unable to attend, but had requested that the letter be read out to Councillors, which it was. The Chairman requested that the Clerk responded to the resident to thank them for their letter.

PC/18/09/186 District Councillors Report and Update

Councillor Harries reported that the discussions regarding the new unitary authorities was on going but that for the time being the emphasis at SNC was on unpicking the joint working arrangements with Cherwell DC that had worked so successfully over the past few years. Another restructuring was taking place with a new Chief Executive in post with effect from 1st October.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/18/09/187 Local government reform in Northamptonshire

The Clerk had circulated copies of a speech given at SNC by the Leader of the Council, together with a draft Press Release. Councillors noted the content.

PC/18/09/188 Letter from Chris Heaton-Harris MP

The Chairman had received a letter from Mr Heaton-Harris, which had been circulated to all Councillors. The letter addressed various issues arising from the reforms which were to take place in Northamptonshire and offered to host a Coffee Morning for residents to have the opportunity to meet with him to discuss concerns. There was a lively debate following which it was agreed that the Clerk should be requested to contact Mr Heaton-Harris's office to arrange an event to take place in December or January, to allow sufficient time for the event to be advertised as widely as possible in the village.

The second point in the letter dealt with proposals to set up a "Demand Responsive Transport Scheme". This was primarily of interest to villages/parishes which were to lose their subsidised bus service, whereas the D3 which serves Bugbrooke is a commercial service which is not affected and Councillors agreed to take no part in the proposed scheme.

PC/18/09/189 Planning Applications and Decisions

STAT US	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2018/1944 /TCA	16 Ace Lane	Remove Ailanthus altissima, and reduce height to form part of the hedge – Crateagus monogyna (common Hawthorn)	For Information only

PC/18/09/190 Police Matters and Speedwatch

- A. The Clerk had circulated a revised copy of the draft agreement for a sponsored PCSO. The agreement had been amended to terminate on 30th September 2019, but also included a provision that if another village in the locality wished to share a PCSO, then the agreement could be amended to allow for both villages to have 50% of a PCSO at no further cost. The total amount would be £37, 245, half to be met from the current budget and half to be provided for in the budget for 2019/2020.

Resolution:

Bugbrooke Parish Council

Agenda & Meeting Minutes

It was proposed by Councillor Harries and seconded by Councillor Brian Curtis that the Parish Council should agree to sign the agreement that was before them and to take active steps to seek a partner parish for the second six-month period. Agree by 6 Councillors. The Chairman and the Clerk signed the Agreement.

- B. The Agreement called for the appointment of a named representative to act as liaison officer between the PCSO and the Parish Council. As a significant number of Councillors were absent from the meeting it was agreed to defer the appointment until the October meeting.

PC/18/09/191 Playing fields and Community Centre

- A) The Clerk reported that she had received payment of the sum of £5,990 in settlement of the insurance claim.
- B) The Clerk had notified Wicksteed that the works could now proceed and had been advised that there was a lead time of between 8 – 10 weeks. The repair of the swings had been added to the works schedule at a cost of an additional £180.
- C) It was agreed that the Clerk would liaise with BSACCA before proceeding with the purchase of a surveillance camera for the play area.

PC/18/09/192 “Tommy”

The Chairman confirmed that the Jesus Fellowship management group had agreed to “host” Tommy on the green area in front of the Chapel, for 2 months from early October to early December. Thereafter, it was suggested that he should be located in the church, close to the memorial window. Councillor Kent agreed to take this forward with the Parochial Church Council and would report back to the Parish Council in due course.

PC/18/09/193 Twinning

- A. The Clerk circulated the presentation salver that had been ordered and Councillors expressed their approval of the gift.
- B. The Clerk reported that the bag provider was endeavoring to create artwork from the tea towel provided by Councillor Gordon. Assuming this was possible, the cost of the bags would be .89p each for 250, or .80p each for 500. It was agreed that the Clerk be requested to order 500.
- C. The Clerk was requested to contact the Burgermeister to ascertain what the boarding arrangements would be for Parish Councillors visiting for the celebrations. It was anticipated that 4 Councillors and their partners would be attending.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/18/09/194 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for areas, 2,4 and 5.

Hedges/Trees

The Clerk was requested to contact the following properties in relation to overgrowing vegetation:-

11 Great Lane – Honeysuckle hedge

KD9 – Ash Grove

10 Levitts Road

31 and 33 Chipsey Avenue at the rear along KD25

Pilgrims Lane Spinney

23 Chipsey Avenue. Councillors requested that the occupier be given 14 days to carry out the work, otherwise to contact NCC Highways.

Footpaths

It was reported that the planks crossing the brook on KD10 had been removed.

Highways and Transport

- i. NCC Highways had advised that they had carried out an assessment of the double yellow lines along John's Road. They had advised that the junction of John's Road and Smitherway, would be recommended for extension and in addition the junction of Smitherway/ Shepherds Walk would also have double yellow lines installed. It was unanimously agreed to support the proposal.
- ii. The Clerk reported that NCC Highways would not be installing repeater signs on Church Lane as these would invalidate the current speed limit which is in existence by virtue of the street lighting.

Millennium Green

The Clerk reported that she had received a request for payment of the annual maintenance grant. It was agreed that this should be paid and the grant to be continued in the next financial year.

Patient Participation Group

In Councillor Mrs Garlick's absence the item was deferred.

PC/18/09/195 Emergency Planning

- A. Councillor Ms Munday, as Chairman of the Emergency Planning Working

Bugbrooke Parish Council

Agenda & Meeting Minutes

Party, reported that the first draft of the Emergency Plan had been circulated to members of the WP and the next meeting was scheduled to take place on 17th September.

B. It was proposed to host an event at the Community Café on Saturday 20th October, as an opportunity for residents to come and find out about the emergency planning and also as a “meet your new PCSO” event.

C. The Pathfinder Project Team were to give a presentation on potential flooding risks in Bugbrooke, on Wednesday 3rd October between 6 p.m. and 7 p.m. in the Lounge at the Community. All Councillors were requested to attend if at all possible.

PC/18/09/196 Defibrillator

The Clerk reported that she was still awaiting information from EMAS in respect of the incident which had occurred in June. It was agreed that the Clerk should notify each of the three pubs and the pharmacy of the code for the defibrillator but that it should be stressed that this information was for use in emergency situations only and that the code should be stored securely.

PC/18/09/198 Grant funding applications to the Parish Council

The Clerk had received 2 grant funding applications:-

1. Bugbrooke Guiding, including Brownies, Rainbows and Rangers, £375 for the provision of new resources and badge books. Approved unanimously.
2. Bugbrooke St Michael's and All Angels Churchyard Volunteer Group - £450 for a second new mower. Approved unanimously but with the proviso that the Parish Council would not support any further applications for mower funding.

PC/18/09/199 Annual Insurance Renewal

The Clerk advised Councillors that for the first time in a number of years the Parish Council had been able to seek quotations from a number of different insurance companies. A comparison table had been circulated with the Agenda. As the Responsible Financial Officer the Clerk recommended that the Parish Council should renew their insurance through Came and Co with Inspire and further that they should enter into a 3-year Long Term Agreement, to provide a level of certainty of future costs.

Resolution: It was proposed by Councillor Harries and seconded by Councillor Morris that the Parish Council should renew its annual insurance with Inspire under a Long-Term Agreement at a cost of £1,494.45 per annum for three years.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/18/09/200 Annual Audit

The Clerk reported that she had been notified of completion of the external audit by PFK Littlejohn. No issues had been raised requiring the issue of an additional report. Councillors were requested to resolve to formally approve the finalised Annual Return and Annual Governance Statement. The Chairman thanked the Clerk for successfully steering the Parish Council another financial year.

Resolution: It was proposed by Councillor Harries and seconded by Councillor Morris that the Parish Council should renew its annual insurance with Inspire under a Long-Term Agreement at a cost of £1,494.45 per annum for three years.

PC/18/09/201 Father Christmas's visit to Bugbrooke

Father Christmas's representative informed Councillors that arrangements for the visit were well in hand. It would take place on Wednesday 19th December. Children would be able to follow progress leading up to the visit on Father Christmas's own Facebook page. Further details of the route and times would be made available nearer the date.

PC/18/09/202 Commercial Waste Bin at 55 High Street

The Clerk reported that each year the Parish Council was required to sign a "Duty of Care Waste Transfer Note" in respect of the waste placed in the commercial bin that was located in the High Street. The note detailed the Parish Council as the producer of the waste, whereas in practice the council had no knowledge of what was placed in the bin or how often. Councillors agreed that the reason for the bin being placed at the location had changed and the Clerk was requested to instruct SNC to remove the bin.

PC/18/09/203 NCC Highways - countywide Review of Grit Bins

The Clerk had been notified that the grit bins on Birds Hill near Phipps Farm was to be removed, unless the Parish Council indicated that it wished to take over responsibility for maintenance and refilling the bin. Councillors agreed to express an interest in taking responsibility for the bin, and the Clerk was requested to ascertain the cost of refilling the bin. Councillors also requested the Clerk to notify NCC Highways of their disquiet at the potential removal of the bin in view of the severity of the incline of the road.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/18/09/204 Financial Matters

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

Current Account as at 31.7.18		£57,434.09
CCLA Deposit Fund as at 31.7.18		£30,000.00
Total available		£87,434.09
Less August Payments		£ 3,300.25
Plus Receipts		£ 6,004.35
Uncleared Cheque		£ 67.21
Total funds at 31.8.18		£90,070.98

PC/18/09/205 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	£357.52	£57.12	Parish Councils Act 1957 s3; Highways Act 1980 s301
Chq 402	Royal British Legion	Remembrance Day Poppy Wreath	£35.00		Local Gov't Act 1972 S137
(I.B.)	HM Revenue & Customs	Tax - SBB August(No NIC)	£140.80		HMRC requirement
(I.B.)	Mrs S Bramley-Brown	Clerk's salary- August less tax +expenses and overtime	£1014.37		Local Gov't Act 1972 S112
(I.B.)	Bugbrooke Millennium Green	Payment of annual maintenance grant	£4,000.00		GPoC

Bugbrooke Parish Council

Agenda & Meeting Minutes

	Trustees				
(I.B.)	Toner Giant	Photocopier supplies	£24.04	£4.01	Local Gov't Act 1972 S112
(I.B.)	DNH Contracts	August dog and litter bins	£612.00	£102.00	Litter Act 1983
(I.B.)	PW Warden	August Mowing	£318.00	£53.00	Highways Act 1980 S96
(I.B.)	PFK Littlejohn	Annual External auditors fee	£360.00	£60.00	Highways Act 1980 s 301
(I.B.)	Came and Co	Annual Insurance premium	£1,494.45		LGA 1972 S112
(I.B.)	Jaycee Trophies	Ratification of payment made in August for engraved presentation salver for Vohl 2019	£39.98	£6.66	GPoC
RESOLVED:		That these invoices be paid			
ACTION:		Clerk			

PC18/09/206 Date of next meeting

The date of the next meeting – Monday 8th October 2018 at 7.30.p.m.

There being no further business the Chairman closed the meeting at 9.10. p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....