

November 12, 2018

# Bugbrooke Parish Council

Agenda & Meeting Minutes

November 12, 2018

## Monthly Meeting of the Full Council

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

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

# Monthly Meeting of the Full Council

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### In Attendance

Councillor John Bignell

Councillor Brian Curtis

Councillor David Harries, BEM

Councillor Ken Gardner

Councillor Mrs Garlick

Councillor Alan Kent

Councillor Terry Ward

Councillor Paul Henson

Councillor Mrs Catherine Parry

Councillor Ms Sarah Munday

Councillor Ian Gordon

Mrs Sally Bramley-Brown, Clerk

Mrs N Palmer – Deputy Clerk

3 Members of the public

### Absent

#### *Apologies were accepted from:*

Councillor Phil Bignell

Councillor John Curtis BEM,

Chairman

#### *Reason:*

Personal

Personal

#### *Excluded from 6 month rule*

Yes

Yes

## PC/18/11/228 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.

## PC/18/11/229 Declarations of Interest.

There were no declarations of interest.

## PC/18/11/230 To consider whether the Register of Interest requires updating

No changes were recorded.

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### PC/18/11/231 To sign and approve the minutes of the meeting held on 8<sup>th</sup> October 2018

The minutes of the meeting held on 8<sup>th</sup> October approved, signed and initialled by the Chairman.

### PC/18/11/232 Reports of issues previously raised

The Clerk reported that 3 new dog bins had been ordered and would be installed shortly.

### PC/18/11/233 Public question time 7.34 p.m. - 7.35 p.m.

Residents expressed concern that with the darker evenings, there was an increase in the incidence of dog fouling on footpaths. Councillor requested that the Clerk put a copy of a map showing the locations of all dog bins in the village, on each of the noticeboards, the Parish Council website and Facebook page and on the Link website.

### PC/18/11/234 District Councillors Report and Update

Councillor Harries reported that discussions continued to be ongoing and as yet there was still no decision on parish council elections due to take place in May 2019, but it was likely that these would be postponed. The Parish Council were advised that SNC had commenced a consultation on the way in which NHB funding would be allocated for the final year of the council. The proposal was that in place of the current system where funding is "ring fenced" to particular villages, all the available funding would be collated into one fund, which Parish Councils and other organisations could apply for.

### PC/18/11/235 Local government reform in Northamptonshire

No new information was available.

### PC/18/11/236 Letter from Chris Heaton-Harris MP

The Clerk confirmed that a date had been agreed for Mr Heaton-Harris to attend for a coffee morning – Friday 18<sup>th</sup> January, 2019 – 9 – 11 a.m. All Councillors were requested to make a note of the date of the event. Councillor Mrs Parry offered a cake from the community café for the event.

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### PC/18/11/237 Planning

#### Applications and Decisions

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2018/214 2/FUL	1 Johns Road .	Extensions to side and rear together with change of use of ground floor retail unit to create 5 one bedroom apartments with off road parking to the front	Objection. Councillors considered this to be over-development of the site; they were concerned by the loss of retain facilities; there was insufficient parking for all the proposed apartments; no visitor parking and access to the site was poor.

### PC/18/11/238 Police Matters

1. The Clerk had circulated the monthly report from the village PCSO.
2. The Parish Council was advised that it had been agreed by Nether Heyford Parish Council that they would be willing to share the sponsorship of the PCSO with Bugbrooke on a 1/3:2/3s basis (Bugbrooke to have 2/3rds)
3. PCSO Taylor had confirmed that he would support the Speedwatch team when the village had the police camera equipment.
4. Councillor Kent requested that an appeal for Speedwatch volunteers be put in the Link and on the website. Training would be given by the police in the spring and Councillor Kent would notify the Clerk once he knew the dates.
5. Councillor Kent also confirmed that he would be requesting a new location for the camera to operate, at the top of Kislingbury Road close to Champion school.
6. Councillor Henson confirmed that he met with PCSO Taylor each Friday to review any issues that had arisen.

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### PC/18/11/239 Playing fields and Community Centre

The Clerk confirmed that the repair/replacement works had been completed. The Clerk will now arrange for the installation of the CCTV camera, but is liaising with BSSACA Centre Manager to enable the camera to be linked to their recorder. An appropriate sign to advise users of the facility that CCTV is in operation, will be ordered.

It was confirmed that the Councillor John Curtis has met with representatives of the football club and it had been agreed that the FC would relinquish half of the compound area next to the club house, subject to the Parish Council meeting the cost of the necessary ground works and erection of a new fence.

The Clerk is working closely with the Centre Manager to prepare a combined grant application from both organisations to SNC to include the provision of the new play equipment, outdoor gym equipment and all the necessary associated works.

### PC/18/11/240 Twinning

The Clerk was waiting to hear from Mr Inch regarding the artwork. Meanwhile a letter had been received from the Burgermeister that visitors representing the Parish Council would be accommodated in small local hotels and that the cost of the accommodation would be met by the association organising the event. Councillor Bignell had commenced work on the village video to be shown during the celebrations.

### PC/18/11/241 Parish Matters

#### Monthly Inspection Sheets

Monthly Monthly inspections sheets were received for areas 4 areas.

#### *Hedges/Trees*

The following overgrown hedges/trees were reported to the Clerk, who was requested to write to the owners: -

30 Oaklands

17 Meadway. This related to a large Elderberry that was growing between two fences. The Clerk was requested to write to the owner to ascertain that they had no objection to the Parish Council carrying out works on the tree.

#### *Footpaths*

Footpaths Committee had met prior to the Parish Council meeting and several footpaths had been noted as requiring works. These were to be reported via Street Doctor. Arrangements would be made for Councillor Gardner to meet with the Rights of Way officer in relation to KD16.

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### *Highways and Transport*

The Clerk confirmed she was still awaiting information from NCC Highways regarding the Birds Hill grit bin, but confirmed that she had now received notification of 2 local suppliers who offered a refill service at reasonable costs.

The Clerk was requested to contact Carter Jonas, who had placed advertising signs on village street furniture without consent. They were to be requested to remove the signs forthwith.

### *Millennium Green*

Councillor Harries reported that work to some of the trees on the green had been completed and that the old path had been upgraded.

### *Patient Participation Group*

Councillor Mrs Garlick confirmed that the next meeting was due to take place at the end of October and she would report at the November meeting.

## PC/18/11/242 Emergency Planning

A. Councillor Ms Munday, as Chairman of the Emergency Planning Working Party, reported that the event held on 20<sup>th</sup> October had been well supported. A number of people had come forward to put their names down to provide assistance, and another gentleman has agreed to act as a flood warden, making four in total for the village. The Clerk had printed off the application forms for grant funding that is available from the Pathfinder Project and handed these to Councillor Ms Munday. She will ascertain what the funding can be used for and report back to the Parish Council.

## PC/18/11/243 Approval of the Budget 2019-20

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. In view of the information received from Nether Heyford regarding the sponsorship of the PCSO, Councillors discussed increasing the proposed budget by an additional £6,000 in order to meet the funding gap for the sponsorship for a further full 12 month period.

**RESOLUTION** - It was proposed by Councillor Mrs Parry and seconded by Councillor Kent that the draft budget for 2019 – 2020 should be increased by the sum of £6,000 and subject to this amendment the budget should be adopted. The resolution was passed unanimously.

## PC/18/11/244 Precept for 2019-2020

Following the passing of the Resolution above (Approval of the Budget 2019 – 2020) it was agreed that the Precept Demand for 2019 – 2020 should be for £106,000.00 in order to meeting the obligations set out in the Budget.

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**RESOLUTION** - It was proposed by Councillor Henson and seconded by Councillor John Bignell that the precept demand to be submitted to SNC for 2019 - 2020 should be for £106,000.00. The resolution was passed unanimously.

### PC/18/11/245 Parking Issues

Levitts Road/Chipsey Avenue. Councillors agreed to letters being sent to properties in Chipsey Avenue and Levitts Road in relation to verge parking.

West End. After a lengthy discussion it was proposed by Councillor Harries and seconded by Councillor Morris that the Parish Council should approach the Jesus Fellowship to ask if they would be willing to donate an area of land for additional parking at West End, but that the Parish Council did not have any funding available to facilitate the acquisition.

West End. The complaint from Ms Barnes was noted. PCSO Taylor had been requested to visit her.

Peace Hill. The Clerk confirmed that she had been advised by South Northants Homes that there were no plans to increase parking at Peace Hill for the foreseeable future.

### PC/18/11/246 Land at rear of Bungalows, Kislingbury Road

South Northants Homes had offered the Parish Council an area of land to the rear of the bungalows as a community orchard/wildlife area. Councillors decided not to accept the offer due to the maintenance commitments that it would require.

### PC/18/11/247 Financial Matters

A financial statement for the month ending 31<sup>th</sup> October had been circulated with the Agenda, and the figures were as follows:-

Current Account as at 30.9.18		£57,777.97
CCLA Deposit Fund as at 30.9.18		£30,000.00
<b>Total available</b>		<b>£87,777.97</b>
Less October Payments		£ 4,503.96
Uncleared Cheque		£ 235.00
Deposits (Interest + VAT reclaim)		£2,065.01
Total funds at 31.10.18		<b>£85,104.02</b>

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The Clerk had submitted a report on the half year spending against budget headings. With the exception of Insurance and Parish Office telephone and broadband provision, all expenditure had been within budget.

### PC/18/11/248 Accounts for Payment

Moneys must be paid out in 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	336.32	53.71	Parish Councils Act 1957 s3; Highways Act 1980 s301
D.D.	Oncecom	Provision of telephone and broadband for Parish Office - October	£36.00	6.00	Telecom muni-cations Act 1984 S97
(I.B.)	HM Revenue & Customs	Tax - SBB October NO NIC	£140.80		HMRC requirement
(I.B.)	Mrs S Bramley-Brown	Clerk's salary– October - less tax +expenses	£863.27		Local Gov't Act 1972 S112
(I.B.)	Mrs Nicola Palmer	Deputy Clerk salary	£441.00		Local Gov't Act 1972 S112

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(I.B.)	Northants Police and Cruime Commissioner	Sponsored OPCSO 1.10.18 – 31.3.19	18,622.50		GPoC
(I.B.)	DNH Contracts	October dog and litter bins	£612.00	£102.00	Litter Act 1983
(I.B.)	PW Warden	October Mowing	£318.00	£53.00	Highways Act 1980 S96
(I.B.)	Aylesbury Mains	Repair of PL124	£57.24	£9.54	PCA 1957 S3
(I.B.)	R and G Grounds Maintenance	Mowing in September	£400.69	£66.78	Open Spaces Act 1906 S6
(I.B.)	K and J Hird	Erection and re-rig and watering of hanging baskets from June to October.	£2,160.00	£360.00	GPoC
(I.B.)	Dominotes	Quarterly maintained support retainer.	£300,.00		GPoC
(I.B.)	Onecome	Revised September invoice for provision of telephone and broadband.	£45.47	£16.20	Telecom municati ons Act 1984 S97
D.D.	Dominotes	Ratification of payment made in October – support retainer for website (invoice July 2018)	£300.00		GPoC

<b>RESOLVED:</b>	That these invoices be paid
<b>ACTION:</b>	Clerk

**PC18/11/249**      **Date of next meeting**

**Monday 10<sup>th</sup> December 2018 at 7.30 p.m**

*There being no further business the Chairman closed the meeting at 9.05. p.m.*

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*\*End of Minutes\**

*CHAIRMAN:.....*

*DATE:.....*