

January 14, 2019

# Bugbrooke Parish Council

Agenda & Meeting Minutes

January 14, 2019

## Monthly Meeting of the Full Council

held on Monday 14th January 2019 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 Ian Gordon

Councillor Phil Bignell

Councillor Terry Ward

Councillor Paul Henson

Councillor Mrs Catherine Parry

Councillor Ms Sarah Munday

Mrs Sally Bramley-Brown, Clerk

Mrs N Palmer – Deputy Clerk

3 Members of the public

### Absent

#### *Apologies were accepted from:*

Councillor John Curtis, BEM,

Councillor Alan Kent

#### *Reason:*

Personal

Personal

#### *Excluded from 6 month rule*

Yes

Yes

### PC/19/1/001 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above. The apologies from Councillors Curtis and Kent were excluded from the six month rule.

### PC/19/1/002 Declarations of Interest

There were no declarations of interest.

### PC/19/1/003 To consider whether the Register of Interest requires updating

No changes were recorded.

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### PC/19/1/004 To sign and approve the minutes of the meeting held on 10<sup>th</sup> December 2018

The minutes of the meeting held on 10<sup>th</sup> December were approved, signed and initialled by the Chairman.

### PC/19/1/005 Reports of issues previously raised

The Chairman had previously raised the issue of dogs running free on the playing fields. PCSO Taylor was requested to keep a close watch on the playing fields and if anyone was seen with their dog off the lead, to have a word with the owner.

### PC/19/1/006 Public question time 7.34 p.m. - 7.43 p.m.

County Councillor Adam Brown advised that it was now expected that the overspend on the 2017/2018 would be £11 million and that 2018/2019 would be on budget.

A resident expressed concern to the Parish Council that there were some areas of the village that required additional street lighting, in particular along Pilgrims Lanes and the jitties around the doctor's surgery. Councillor Phil Bignell, as Street Lighting Councillor, agreed to have a walk around the village to identify any areas that required the provision of additional lighting. The Clerk would then establish the associated costs. The same resident also complained about the condition of the roads and the footways in the village. He was reminded that this is the responsibility of NCC and specific issues should be reported on Street Doctor. Finally, he raised the issue of parking in the village.

### PC/19/1/007 District Councillors Report and Update

Councillor Harries advised that SNC had now approved the Local Plan Part II. The need for the Local Plan was now greater than before to try and protect areas from adverse planning applications.

### PC/19/1/008 Local government reorganisation

Progress towards the creation of the new unitary authorities would be slow. The official Order postponing elections until 2020 had now been passed by Parliament. The passage of the relevant legislation may be slowed by the Brexit negotiations.

### PC/19/1/009 Planning

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### Applications and Decisions

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2018/2424/ FUL	1 Johns Road, Bugbrooke	Proposed extensions to side and rear together with change of use of ground floor retail unit to create four, one-bedroom apartments with off road parking to the front.	Objections to application – 1. Over development of the site 2. No evidence of marketing exercise required for change of use 3. Parking arrangements would mean vehicles reversing out of the site. 4. The actual size of the rooms are very small and may not meet minimum standards. 5. The location of the development on the corner of what is a very busy junction would exacerbate traffic problems.
	S/2018/2763/ FUL	26 Peace Hill	Two storey, part single storey rear extension and new front porch.	Matching materials.

### PC/19/1/010      Playing fields and community centre

The application for grant funding to SNC will be presented to Councillors for consultation at the February meeting.

### PC/19/1/011      Champion School - Re-opening of side gate

The works required to be carried out to facilitate the re-opening of the gate were due to be carried out shortly. There had been a change in the school's chosen contractor and the Clerk was in contact with the new contractor to arrange for the works on the parish side of the gate to be carried out at the same time.

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### PC/19/1/012 Police & Neighbourhood Watch Matters

PCSO Matt Taylor had circulated his report with the agenda. Parking and dog fouling continued to be issues that were raised. Parking enforcement is a complex area but he will continue to be present at the schools at the start and end of school whenever possible and speak with the drivers of vehicles as appropriate. However, it was important to remember that parking enforcement was decriminalised over 10 years ago and is now the responsibility of NCC, the PCSO is neither a member of the enforcement team nor an appointed dog warden.

### PC/19/1/013 Parish Matters

#### Monthly Inspection Sheets

Monthly inspections sheets were received for 4 areas. Councillor Brian Curtis was to submit his the following day.

#### *Hedges/Trees*

Overhanging hedges and trees were reported at the following:  
West End – Councillors to ascertain which property the hedge belongs to.

#### *Footpaths*

Nothing to report.

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

Councillor Ms Munday reported that the plan was progressing and she would report back to the Parish Council at the earliest opportunity.

#### *Street Lighting*

Nothing to report. Councillor Phil Bignell to check for dark spots.

#### *Highways and Transport*

NCC Highways had confirmed that they had completed the consultation on the proposal to extend the double yellow lines on John's Road. They had received one objection which had been circulated to Councillors. Councillors were unanimous in agreeing that the objection should be overruled and the installation of the extended lines should be completed as soon as possible.

#### *Millennium Green*

Nothing to report.

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### *Patient Participation Group*

Nothing to report.

### PC/19/1/014 Adoption of new CCTV Policy

Following the installation of the new CCTV camera, the Parish Council was required to adopt a formal CCTV policy in order to ensure that personal data was dealt with in an appropriate manner and in accordance with GDPR regulation. A copy of the draft policy had been circulated with the agenda.

**RESOLUTION:** It was proposed by Councillor Ms Munday and seconded by Councillor Henson that the Parish Council formally adopt the draft CCTV policy that had been circulated with the agenda. 12 voted in favour – 1 against.

### PC/19/1/015 Coffee morning with Chris Heaton-Harris

Councillors were reminded that this event was to take place on 18<sup>th</sup> January and as this was arranged by the Parish Council, Councillors were requested to attend if possible.

### PC/19/1/016 Financial Matters

A financial statement for the month ending 31st December had been circulated with the Agenda, and the figures were as follows:-		
Current Account as at 30.11.18		£60,702.30
CCLA Deposit Fund as at 30.11.18		£30,000.00
<b>Total available</b>		<b>£90,702.30</b>
Less December Payments		£5,480.70
Uncleared Cheque		£ 36.00
Deposits (Interest + NCC Mowing)		£720.72
<b>Total funds at 31.12.18</b>		<b>£55,942.32</b>

### Budget report for the end of third quarter

The Clerk had circulated a briefing note on the expenditure against budget for the third quarter of the 2018-2019 financial year. Expenditure against the majority of budget headings was within the forecasted figures and the Clerk expected this to be the same situation when the end of the financial year was reached at the end of March. Councillors attention was drawn to three items of overspend – Insurance; Village Decoration (Hanging baskets) and Website. However these overspend would be met from the Contingency fund that was incorporated in the budget.

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### PC/19/1/017 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	December streetlighting supply	£325.73	£52.01	Highways Act 1980 s301
D.D	oNECOM	December Telephone and Broadband	£36.00	£6.00	Telecommunication Act 1984 S97
I.B.	HM Revenue & Customs	Clerk PAYE (Deputy Clerk no PAYE or NIC due)	£140.80		HMRC requirement
I.B.	Mrs S Bramley-Brown	Clerk's salary – December less tax + expenses,	£902.22		Local Gov't Act 1972 S112
I.B.	Mrs Nicola Palmer	Deputy Clerk's salary – December	£446.25		Local Gov't Act 1972 S112
I.B.	DNH Contracts	December bins	£489.60	£81.60	Litter Act 1983 ss 5,6
I.B.	Mr Peter Wilkins	General village repairs	£17.00		GPoC
I.B.	Bugbrooke Link	6 bi-monthly issues	£70.00		GPoC
I.B.	Wicksteed Leisure	Replacement slide and associated works – part payment, pending completion	£6803.57	1133.93	Open Spaces Act 1903
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I.B.	Mr Peter Wilkins	General village repairs	£17.00		GPOC
I.B.	Bugbrooke Link	6 bi-monthly issues	£70.00		GPOC
I.B.	Wicksteed Leisure	Replacement slide and associated works – part payment, pending completion	£6803.57	1133.9 3	Open Spaces Act 1903

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

**PC19/1/018**      **Date of next meeting**

**Monday 11<sup>th</sup> February 2019 at 7.30 p.m**

*There being no further business the Chairman closed the meeting at 8.35. p.m.*

**\*End of Minutes\***

CHAIRMAN:.....

DATE:.....