

February 11, 2019

Bugbrooke Parish Council

Agenda & Meeting Minutes

February 11, 2019

Monthly Meeting of the Full Council

held on Monday 11th February 2019 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/19/1/001 To Receive and Accept Apologies for Absence	2
PC/19/1/002 Declarations of Interest	2
PC/19/1/003 To consider whether the Register of Interest requires updating	2
PC/19/1/004 To sign and approve the minutes of the meeting held on 10 th December 2018	3
PC/19/1/005 Reports of issues previously raised.....	3
PC/19/1/006 Public question time 7.34 p.m. – 7.43 p.m.....	3
PC/19/1/007 District Councillors Report and Update	3
PC/19/1/008 Local government reorganisation	3
PC/19/1/009 Planning	3
PC/19/1/010 Playing fields and community centre	4
PC/19/1/011 Champion School - Re-opening of side gate.....	4
PC/19/1/012 Police & Neighbourhood Watch Matters	4
PC/19/1/013 Parish Matters	5
Monthly Inspection Sheets	5
Hedges/Trees	5
Footpaths	5
Emergency Planning/Pathfinder II Project	5
Street Lighting	5
Highways and Transport	5
Millennium Green	5
Patient Participation Group	5
PC/19/1/014 Adoption of new CCTV Policy	6
PC/19/1/015 Coffee morning with Chris Heaton-Harris	6
PC/19/1/016 Financial Matters	7
Budget report for the end of third quarter	Error! Bookmark not defined.
PC/19/1/017 Accounts for Payment	7
PC19/1/018 Date of next meeting	8
End of Minutes	8

Bugbrooke Parish Council

Agenda & Meeting Minutes

In Attendance

Councillor John Curtis, BEM, Chairman

Councillor John Bignell

Councillor Brian Curtis

Councillor David Harries, BEM

Councillor Ken Gardner

Councillor Ian Gordon

Councillor Phil Bignell

Councillor Terry Ward

Councillor Mrs Catherine Parry

Councillor Ms Sarah Munday

Councillor Alan Kent

Mrs Sally Bramley-Brown, Clerk

Mrs N Palmer – Deputy Clerk

Matt Smith - PCSO

Absent

Apologies were accepted from:

Councillor Paul Henson

Reason:

Personal

Excluded from 6 month rule

Yes

PC/19/2/017 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above. The apologies from Councillor Henson were excluded from the six month rule.

PC/19/2/018 Declarations of Interest

There were no declarations of interest.

PC/19/2/019 To consider whether the Register of Interest requires updating

No changes were recorded.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/19/2/020 To sign and approve the minutes of the meeting held on 14th January 2019

The minutes of the meeting held on 14th January were approved, signed and initialled by the Chairman.

PC/19/2/021 Reports of issues previously raised

No issues were raised.

PC/19/2/022 Public question time

There were no members of the public present.

PC/19/2/023 District Councillors Update

Councillor Harries Councillor advised that SNC were in the process of developing a range of strategies that would seek to protect the South Northants area after the formation of the unitary authorities. It was anticipated that there was a probability that the responsibilities of Parish Councils would change under the new regime. They would need to be more flexible and it was likely that they would be offered the opportunity to take on more responsibilities.

PC/19/2/024 Local government reorganisation

The time table for the passage of the relevant legislation through Parliament was extremely tight, and any delay in the process may result in the shadow authorities that are to be created being unable to process all the transitional arrangements that will be required, within the time-frame.

PC/19/1/009 Planning

Applications and Decisions

No planning applications had been received prior to the Agenda being issues. The minor applications had been received and Councillors agreed that these should be considered in order to permit the Council the opportunity to comment on the applications.

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2019/0199/MAF	The Old Crown, Bugbrooke	Erection of 1 shed and 1 field shelter – retrospective.	No Objections

Bugbrooke Parish Council

Agenda & Meeting Minutes

	S2019/0233/TPO	New Creation Hall Store	Work to TPO trees (15/1975), minimum cut of up to 05M so that replacement cable works can be carried out.	No Objection
	S/2019/0217/HRN	Pilgrims Lane (John's Road)	Removal of 242m of Hedgerow	Further details requested together with extension to consultation period.

PC/19/2/024 Playing fields and community centre

Deputy Clerk had circulated a detailed briefing note on the various proposals to provide the village with outdoor gym equipment and an extension to the community centre play area. The Deputy Clerk was congratulated on the quality and amount of work she had done in liaising with the various contractors. The Clerk advised that due to careful financial management the Parish Council would be able to make a 10% contribution to the cost of the works. It had been intended to submit the application in time for the April grants panel meeting, but Councillor Phil Bignell advised that the large funding pot would not be available for applications until the July panel meeting and it was therefore agreed that the application would be deferred until then.

RESOLUTION - It was proposed by Councillor Brian Curtis and seconded by Councillor Mrs Pope that the quotations from Proludic should be accepted for the provision of both types of equipment, subject to a positive outcome to the grant application to SNC. Unanimously approved.

PC/19/2/025 Champion School - Re-opening of side gate

The Clerk was able to advise Councillors that the works were due to be carried out the following week, over the half term break, and that the contractor would carry out the works on the parish side of the gate at the same time.

PC/19/2/026 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. Councillors were advised that a new Neighbourhood Watch co-ordinator had come forward and it was proposed that efforts should be made to revitalise the scheme in the village. It was proposed that a crime prevention event could be held and it was agreed that the Clerk and the PCSO would work together to try and make the necessary arrangements for such an event. Councillors were advised that some funding may be available from the "Proceeds of Crime" scheme run by the police. PCSO Taylor would investigate this and

Bugbrooke Parish Council

Agenda & Meeting Minutes

report back. Such funding could be used to host an event and to purchase new Neighbourhood watch signs.

PC/19/2/026 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for all areas.

Hedges/Trees

No Overhanging hedges or trees were reported.

Footpaths

Nothing to report.

Emergency Planning/Pathfinder II Project

It was agreed that the Emergency Planning working party would meet on Tuesday 19th February to complete the relevant application forms to apply for available flood prevention funding.

Street Lighting

Nothing to report. Councillor Phil Bignell to report to the March meeting.

Highways and Transport

The Clerk had nothing to report.

Millennium Green

Nothing to report.

Patient Participation Group

Mrs Garlick reported that at the last meeting of the Group, Mr Masters had reported that attempts to draw down on the available S106 funding had failed, as the person at the NHS had advised that it could only be spent on an extension to the building. The Clerk advised that this was not the case and that the S106 agreement clearly stated that the funding was to be used "to improve or enhance" the facilities. Mrs Garlick had been provided with copies of the relevant sections of the S106 agreement and Councillor Phil Bignell advised that he would request the relevant folio holder to contact NHS to inform them of the terms of the agreement.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/19/2/027 Adoption of revised standing orders

Following CHANGES TO Data Protection legislation and the introduction of GDPR, NALC had circulated revised Standing Orders with a recommendation that these be adopted by all Councils. It was noted that some of the amendment, would themselves require amendment when the Brexit process was completed.

RESOLUTION: It was proposed by Councillor Harries and seconded by Councillor Ward that the Parish Council formally adopt the amended Standing Orders in accordance with the draft that had been circulated with the agenda. Unanimously approved.

PC/19/2/028 Hanging Baskets

The Clerk explained to Councillors that due to time constraints, it had not been possible to obtain competing quotation for planting up the hanging baskets. It was proposed to Councillors that Sandy Lane nursery should be requested to plant up the baskets this year at a cost of £20 per basket (total £320). The total last year was £307.

RESOLUTION: It was proposed by Councillor Mrs Pope and seconded by Councillor Ward that Sandy Lane nursery should be appointed to fulfil our hanging basket requirements for this year at a cost of £320. Unanimously approved.

PC/19/2/030 Twinning

- A. Councillors were each given one of the promotional bags and it was agreed that the artwork prepared by Mr Inch had translated well and the end result was a very acceptable item. It was agreed that 300 bags would be taken to Vohl for the celebrations in August and that the remainder could be made available for sale in the village. The Clerk was to investigate how this could be done without infringing the VAT regulations and would report back to the Council at the next meeting.
- B. It was agreed that the Parish Council would be represented by Councillors Curtis and Mrs Pope, together with their spouses and the Clerk would write to the celebration committee to confirm. The Chairman advised that the football club would be taking a coach and that currently there were 6 seats still available.

PC/19/2/031 Celebration of the 125th Anniversary of Bugbrooke Parish Council

The Clerk advised Councillors that Bugbrooke Parish Council had been created under the Local Government Act 1894 and that the first recorded meeting had taken place on 4th December that year. Councillors were asked if they wished to mark the occasion and if so how.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/19/2/032 Financial Matters

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

Current Account as at 31.12.18		£55,942.32
CCLA Deposit Fund as at 31.12.18		£30,000.00
Total available		£85,942.32
Less January Payments		£9,675.17
Uncleared Cheque		£ 72.00
Deposits (Interest)		£18.96
Total funds at 31.1.19		£46,214.11

PC/19/2/033 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:

	To whom	Service rendered	Amount £	Vat £	Power used for payment
D.D	Southern Electric	December streetlighting supply	£395.82	£63.20	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 – January less tax + expenses,	£691.62		Local Gov't Act 1972 S112
I.B.	Mrs Nicola Palmer	Deputy Clerk's salary – January	£446.25		Local Gov't Act 1972 S112
I.B.	DNH Contracts	January bins	£612.00	£102.00	Litter Act 1983 ss 5,6

Bugbrooke Parish Council

Agenda & Meeting Minutes

I.B.	Mrs Kay Iqbal	Cleaning Bus shelters	£100.00		Parish Councils Act 1957
I.B.	Smarter Security Solutions	Provision and installation of 1 CCTV camera	£958.80	£159.80	GPoC
I.B.	Toner Giant	Photocopier supplies	£48.58		Open Spaces Act 1903
I.B.	Aylesbury Mains	Repairs of PL127	£97.56	£16,26	Highways Act 1980
I.B.	Positive Media	Ratification of payment made in January for order of 500 printed cotton bags for twinning event	£480.00	£80.00	GPoC

RESOLVED:	That these invoices be paid
ACTION:	Clerk

PC19/2/018 Date of next meeting

Monday 11th March 2019 at 7.30 p.m

There being no further business the Chairman closed the meeting at 8.53. p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....