

November 11, 2019

# Bugbrooke Parish Council

Agenda & Meeting Minutes

November 11, 2019

## Monthly Meeting of the Full Council

held on Monday 11th November 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/19/11/218 To Receive and Accept Apologies for Absence .....	2
PC/19/11/219 Declarations of Interest .....	2
PC/19/11/220 To consider whether the Register of Interest requires updating .....	2
PC/19/11/221 To sign and approve the minutes of the meeting held on 14 <sup>th</sup> October 2019 .....	3
PC/19/11/222 Reports of issues previously raised.....	3
PC/19/11/223 Public question time .....	3
PC/19/11/224 District Councillors Update .....	3
PC/19/11/225 Planning .....	3
PC/19/11/226 Electronic notification of Planning Applications.....	3
PC/19/11/227 Police & Neighbourhood Watch Matters .....	4
PC/19/11/228 Financial Matters .....	4
PC/19/11/229 Annual Budget.....	4
PC/19/11/230 New Accounting Package .....	4
PC/19/11/231 Accounts for payments .....	5
PC/19/11/232 Parish Matters .....	5
Monthly Inspection Sheets .....	5
<b>Hedges/Trees/Fences/Walls</b> .....	6
<b>Footpaths</b> .....	6
<b>Emergency Planning/Pathfinder II Project</b> .....	6
<b>Street Lighting</b> .....	6
<b>Highways and Transport</b> .....	6
<b>Millennium Green</b> .....	6
<b>Patient Participation Group</b> .....	6
PC/19/11/232 Vehicle Activated Sign .....	7
PC/19/11/233 Celebration of the 125 <sup>th</sup> Anniversary of Bugbrooke Parish Council .....	7
PC/19/11/234 Bugbrooke Community Centre Grant Application.....	7
PC/19/11/235 Parish Council Elections 2020 – To consider the need to promote candidacy .....	7
PC/19/11/236 The Northampton Gateway .....	7
PC/19/11/237 Northamptonshire Village Awards 2020 .....	8
PC/19/11/238 Community Infrastructure Levy Payment .....	8
PC/19/11/239 Date of Next Meeting .....	8
*End of Minutes* .....	8

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### In Attendance

Councillor Mrs. Linda Pope, Chairman	Councillor Ken Gardner
Councillor John Bignell	Councillor Paul Henson
Councillor Brian Curtis	Councillor Alan Kent
Councillor Mrs. Teresa Garlick	Councillor Catherine Parry
Councillor Ian Gordon	Councillor Des Morris
	Councillor Terry Ward

Mrs N Palmer – Deputy Clerk

### Absent

<i>Apologies were accepted from:</i>	<i>Reason:</i>	<i>Excluded from 6 month rule</i>
Councillor Phil Bignell	Personal	Yes
Councillor John Curtis, BEM	Personal	Yes
Councillor David Harries, BEM	Personal	Yes
Councillor Ms Sarah Munday	Personal	Yes
PCSO Matt Taylor Councillor	Personal	Yes
Mrs S Bramley-Brown, Parish Clerk		
County Councillor Adam Brown		

### PC/19/11/218 To Receive and Accept Apologies for Absence

Apologies were received and accepted as above. The apology from Councillors were excluded from the six-month rule.

### PC/19/11/219 Declarations of Interest

Councillor Pope expressed an interest with regards to a previous planning application regarding the removal of a tree at 7 Quakers Close.

### PC/19/11/220 To consider whether the Register of Interest requires updating

The register did not require updating.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC/19/11/221 To sign and approve the minutes of the meeting held on 14<sup>th</sup> October 2019

After an amendment the minutes were signed and initialled by the Chairman as a true record.

### PC/19/11/222 Reports of issues previously raised

Councillor Linda Pope reported that with regards to the planning application for 7 Quakers Close (S/2019/1858/TPO) to remove a Horse Chestnut to ground level the SNC had not provided information that the tree was diseased. Councillor Pope has been advised by the applicants that the tree is diseased. However, although this was included as part of their application, this information was not communicated to the Parish Council by SNC. The decision taken by the Parish Council to only allow the tree to be trimmed was made on the assumption that it was healthy. If the tree is diseased the Parish Council would support, it being cut down. It was requested that the Deputy Clerk write to South Northants Planning Department for clarification.

### PC/19/11/223 Public question time

Three were no members of the public present

### PC/19/11/224 District Councillors Update

No update.

### PC/19/11/225 Planning

#### Applications and Decisions

Status	App No and Name	Location	Proposal	PC Comments
New	S/2019/2200/TPO	<b>48 Camp Hill Bugbrooke NN7 3PH</b>	<b>TPO tree 12/2000 – Copper Beech Tree which needs lifting to 3 metres as it overhangs the footpath road and driveway.</b>	Approved

### PC/19/11/226 Electronic notification of Planning Applications

The Deputy Clerk advised that the Parish Council would be receiving equipment from SNC to allow for electronic planning applications, but it would be a projector and screen rather than the TV and stand that the council had requested.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC/19/11/227 Police & Neighbourhood Watch Matters

PCSO Matt Taylor's report had been circulated with the Agenda. Councillor Kent requested that the Council confirmed their interest in continuing Speed Watch next year. Councillors unanimously agreed. Councillor Kent reported that there are 7 active volunteers and that PCSO Matt Taylor was hoping to take the training course so he could participate rather than purely standing by in support.

### PC/19/11/228 Financial Matters

A financial statement for the month ending 30th September was circulated at the meeting, and the figures were as follows: -

Current Account as at 31.9.19		£92,894.69
CCLA 0Deposit Fund as at 31.9.19		£40,000.00
<b>Total available</b>		<b>£132,894.69</b>
Less September Payments		£14,306.18
Uncleared Cheque		
Refund from Wicksteed		£162.00
Interest		£24.40
<b>Total funds at 31.9.19</b>		<b>£118,774.91</b>

### PC/19/11/229 Annual Budget

The Clerk had circulated the Annual Budget that had been approved by the Finance Committee with the agenda. Councillors had the opportunity to review the document. There was one amendment by Councillor Parry to remove a note that had been left on the Budget from last year.

**RESOLUTION** - It was proposed by Councillor Brian Curtis and seconded by Councillor Alan Kent that Budget for 2020/2021 be approved. The resolution was approved unanimously.

### PC/19/11/230 New Accounting Package

The Clerk had circulated a Briefing Note with the agenda, explaining that the current financial software package the council was using was now over 20 years old and following the Parish

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

Office computer upgrade, the operating system would no longer support the package. The Clerk and Deputy Clerk had spent some time exploring various options and had been given two demonstrations of packages appropriate for local government use. The Clerks had identified which they felt was the most appropriate for their use and the cost of installation and training would be £385 per annum (+ VAT). This would be for a one-year contract and at the end of that time could either be renewed or not. They were also offering a service whereby they would input all the financial data for the current year to bring us right up to date at a cost of £150 + VAT.

### **RESOLUTION**

It was proposed by Councillor Phil Bignell and seconded by Councillor Brian Curtis that the Clerk be authorised to purchase a new financial package and to take advantage of the data input service. The resolution was approved unanimously.

### **PC/19/11/231 Accounts for payments**

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
I.B.	HMRC	Clerk PAYE	£147.60		HMRC
I.B.	Parish Clerk	October Salary	£936.74		LGA 1972 S112
I.B.	Deputy Clerk	October salary	£471.67		LGA 1972 S112
I.B.	DNH Contracts	October Dog and Litter Bin Emptying	£612.00	£102.00	Litter Act 1983 S5,6
I.B.	P W Warden Mowing	October Mowing	£318.00	£53.00	HA 1980
I.B.	BSACC	Office Rental & Room Hire	£290.00		GPoC
I.B.	One Com	Parish Office Phone and Broadband	£300.00		GPOC

### **RESOLVED:**

That these invoices be paid

### **PC/19/11/232 Parish Matters**

#### **Monthly Inspection Sheets**

Monthly inspections sheets were received for four areas.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### *Hedges/Trees/Fences/Walls*

It was reported that still no action had been taken in respect of the hedge at 23 High Street. The Deputy Clerk was requested to write to the owner/occupier again, but also to contact the Regulations Team on the basis of danger to road users. The same action was to be taken regarding the address in Chipsey Avenue.

Letters were also to be issued to two addresses on Camp Hill.

The over-hanging vegetation flyer was approved by Councillors and it was agreed that Councillors would report addresses requiring a reminder about their boundary at each meeting so a formal record could be made and then they would subsequently issue a flyer.

### *Footpaths*

BT Chamber outside 4 Levitts Road has still not be repaired, the Deputy clerk is to follow up.

### *Emergency Planning/Pathfinder II Project*

Councillor Ms Munday was absent and will update us at the next meeting if she has managed to find a suitable contractor.

### *Street Lighting*

The Deputy Clerk reported that the occupiers of the properties closest to the proposed light to be re-instated at Campion had been written to and only 2 responses had been received. Both were in favour of the light. Councillors requested that the Deputy Clerk investigate if the light could be put on a timer and report back. The Chairman had requested that Councillor Phil Bignell to have a look at the streetlight provision in the vicinity of the school field, in his absence he could not report back. It was requested by Councillor Pope that this be added to the agenda for December.

### *Highways and Transport*

Councillors were updated by Councillor Pope that some of the potholes in Pilgrims Lane had been filled but Councillors are dubious as to how long the haphazard repair would last and ultimately the whole road still needs resurfacing along with the footpath. The large pothole on Johns Road was discussed and the Deputy Clerk explained that it is on the list of Highway repairs for the next 6 months.

### *Millennium Green*

Nothing to report.

### *Patient Participation Group*

Councillor Garlick provided a comprehensive update from a recent meeting which was attended by two Doctors. There will be an AGM in January. An extra receptionist has been employed for Monday mornings to answer the phones. There is a new email account for patients to send suggestions for improvements, not complaints, as these need to follow the proper procedure

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

through the surgery. The first of the improvements will be the instillation of a water fountain and soft music in the waiting area as well as a privacy screen at Reception to ensure patients feel comfortable. A contact for the S106 money has been identified at the NHS but they are on sick leave, hopefully they will now start to make progress in accessing the available funds.

### PC/19/11/232 Vehicle Activated Sign

Councillors Kent, Morris and Brian Curtis had braved the elements with Mr Barber to walk around the village identifying possible locations for the placement of a VAS. They identified 20 potential sites that will need to be registered. Mr Barber will send a map with the locations, map post numbers and a fee for his consultation as well as further information about the type of VAS the Councillors may want to use.

### PC/19/11/233 Celebration of the 125<sup>th</sup> Anniversary of Bugbrooke Parish Council

Councillor Gordon advised that he and Councillor Mrs Garlick were forming a committee to discuss possible dates and all details of the event, but that it was progressing. He had already received confirmation that Unusual Rigging would provide a stage for the event. They proposed that rather than holding individual events, the village should organise a picnic in the park type of event, similar to the one held in 2012. All Councillors were in favour of this and it was agreed that Councillors Gordon and Mrs Garlick would take the idea forward.

### PC19/11/234 Bugbrooke Community Centre Grant Application

In the absence of Councillor Harries there was no update to the position of the Land Registry.

### PC19/11/235 Parish Council Elections 2020 - To consider the need to promote candidacy

The Chairman referenced the attached briefing note and asked Councillors if they wanted to state their intentions they could speak to or email the Clerk.

### PC19/11/236 The Northampton Gateway

The Chair summarised the position that had been communicated prior to the meeting and Councillors agreed that although they support the action in principle, they could not offer financial assistance to mount a legal challenge for a Judicial Review.



# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### PC19/11/237 Northamptonshire Village Awards 2020

Councillors were informed that the Clerk would be away for the November meeting but that the Deputy Clerk would very ably hold the fort. The Agenda would be circulated prior to her departure and Councillors were requested to limit their requests for assistance to urgent items only.

### PC19/11/238 Community Infrastructure Levy Payment

The Clerk had informed Councillors of a payment of £1583.03 will be made to Parish Council to spend on new infrastructure, the VAS sign will qualify for this. It was suggested that more litter bins might be of benefit to the village. Councillor Pope asked the Councillors to report back at the December meeting if there were any areas of the village that required additional litter bins.

### PC19/11/239 Date of Next Meeting

The date of the next meeting is Monday 9<sup>th</sup> December 2019 at 7.30 p.m.

*There being no further business the Chairman closed the meeting at 8.55 p.m.*

**\*End of Minutes\***

CHAIRMAN:.....

DATE:.....