

February 10, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

February 10, 2020

Monthly Meeting of the Full Council

held on Monday 10th February 2020 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
PC/20/2/022 To Receive and Accept Apologies for Absence	2
PC/20/2/023 Declarations of Interest	2
PC/20/2/024 To consider whether the Register of Interest requires updating	2
PC/20/2/025 To sign and approve the minutes of the meeting held on 9 th December 2019.....	3
PC/20/2/026 Reports of issues previously raised.....	3
PC/20/2/027 Public question time	3
PC/20/2/028 District Councillors Update and Local Government Re-organisation	3
PC/20/2/029 Planning	3
PC/20/2/030 Electronic notification of Planning Applications.....	4
PC/20/2/031 Police & Neighbourhood Watch Matters	4
PC/20/2/032 Financial Matters	4
PC/20/2/032 Accounts for payments	5
PC/20/2/034 Parish Matters.....	6
Monthly Inspection Sheets	6
Hedges/Trees/Fences/Walls	6
Footpaths	6
Emergency Planning/Pathfinder II Project	6
Street Lighting	7
Highways and Transport	7
Millennium Green	7
Patient Participation Group	7
PC/20/2/035 Vehicle Activated Sign	7
PC/20/2/036 Village Celebration	7
PC/20/2/037 75 th Anniversary of V.E Day	8
PC/20/2/038 Bugbrooke Community Centre Grant Application.....	8
PC/20/2/039 Permanent Location for Tommy.....	8
PC/20/2/040 Replacement of wooden bus on High Street	8
PC/20/2/041 Hanging Baskets.....	8
PC/20/2/042 Pedestrian crossing outside the Primary School.....	9
PC/20/2/043 NCALC Update	9
PC/20/2/044 Urban Highway Grass Mowing	9
PC/20/2/045 Bugbrooke St Michael Football Club	9
PC/20/2/046 Date of Next Meeting	10

Bugbrooke Parish Council

Agenda & Meeting Minutes

End of Minutes10

In Attendance

- | | |
|--------------------------------------|-------------------------------|
| Councillor Mrs. Linda Pope, Chairman | Councillor Ken Gardner |
| Councillor John Bignell | Councillor Paul Henson |
| Councillor Phil Bignell | Councillor David Harries, BEM |
| Councillor John Curtis, BEM | Councillor Alan Kent |
| Councillor Brian Curtis | Councillor Ms Sarah Munday |
| Councillor Mrs. Teresa Garlick | Councillor Catherine Parry |
| Councillor Ian Gordon | Councillor Des Morris |
| | Councillor Terry Ward |

- | | |
|-----------------------------------|------------------------|
| County Councillor Adam Brown | 3 Member of the public |
| Mrs S Bramley-Brown, Parish Clerk | |
| Mrs N Palmer – Deputy Clerk | |

Absent

Apologies were accepted from: Reason: Excluded from 6-month rule

The Chairman commenced the meeting by recording the deaths of two past Parish Councillors – Mr John “Johnny” Johnson who served from 1999 – 2003 and Mr David Jeffrey, a former teacher at Campion school who was a Parish Councillor from 2002 until 2016. The Clerk was requested to send a card to each of the families to express the Parish Council’s condolences.

PC/20/2/022 To Receive and Accept Apologies for Absence

All members of the Parish Council were present.

PC/20/2/023 Declarations of Interest

There were no declaration of interest.

PC/20/2/024 To consider whether the Register of Interest requires updating

No changes were recorded.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/2/025 To sign and approve the minutes of the meeting held on 9th December 2019

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

PC/20/2/026 Reports of issues previously raised

The Chairman again raised the issue of litter bin provision in the village and the Clerk confirmed that a new bin had been ordered to replace the one at the primary school and had asked Mr Wilkins if it would be possible to relocate that bin to the wharf.

PC/20/2/027 Public question time

County Councillor Adam Brown advised that the County Council was due to approve the draft budget for 2020/2021 of 645 million – 30 million more than 2019/20. This will represent a 3% increase in the Council Tax.

A resident of Georges Avenue raised an issue in relation to a tree along KD25. The Clerk explained that no funding was available until the new financial year in April, but that she would request someone to look at it as soon as possible.

PC/20/2/028 District Councillors Update and Local Government Re-organisation

Councillors Harries and Phil Bignell and Adam Brown jointly confirmed that the relevant legislation for the creation of the two new unitary authorities was due to complete its passage through parliament this week. SNC, Daventry and Northampton Borough will be known as West Northamptonshire Council and will commence operation on 1st April 2021 – the elections for the Councillors taking place in May 2020. Councillor Harries reported that the new SNC grant policy had been considered by Cabinet that evening. He had raised several concerns regarding the way in which payments were to be made and provisions for reclaim. Councillor Phil Bignell confirmed that the policy had been approved by Cabinet, but that the issues raised by Councillor Harries had been excluded from the policy.

PC/20/2/029 Planning

Applications and Decisions

Two additional planning applications had been received after the agenda was issued and were both considered as a response was required before the next meeting.

Bugbrooke Parish Council

Agenda & Meeting Minutes

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2020/0094/FUL	2a Church Lane	First floor extension over existing garage to form bedroom and bathroom	No objection
New	S/2019/2526/MAO	Land adjacent to the Five Bell, Church Lane	Outline planning application for residential development including means of access with all other matters reserved – Amendment – extension of 30 mph area.	Application approved, subject to full review of the junction by applicant engineers and NCC Highways. Provision of a S278 agreement to improve safety.

PC/20/2/030 Electronic notification of Planning Applications

The Clerk reported that the new equipment had been received from SNC, and that she and the Deputy Clerk were to attend the required training on the following day. The intention is that from May 2020 – after the elections, we will move to all electronic planning, but will use the equipment for the intervening meetings to become accustomed to it.

In addition, with effect from May 2020 all agendas and attachments will only be available electronically. Councillors intending to stand for re-election should begin to make the necessary arrangement to be able to receive their papers electronically, if they have not already done so. They would also need to have a Parish Council email address, which must be used for all emails connected with the role of Parish Councillor.

PC/20/2/031 Police & Neighbourhood Watch Matters

PCSO Matt Taylor's report had been circulated electronically with the agenda. Parking continued to be a problem in the village. There were no reports of burglary or theft from a vehicle.

PC/20/2/032 Financial Matters

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

Bugbrooke Parish Council

Agenda & Meeting Minutes

Current Account as at 31.12.19	£61,625.14
CCLA Deposit Fund as at 31.12.19	£40,000.00
Total available	£101,625.14
Less January Payments £3,643.11	
Deposits (Interest)	£24.24
Total funds at 31.1.2020	£98,0006.27

PC/20/2/032 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:

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
Southern Electric	January streetlighting supply	£414.95	£66.31	Highways Act 1980 s301
oNECOM	January Telephone and Broadband	£36.00	£6.00	Telecommunication Act 1984 S97
HM Revenue & Customs	Clerk PAYE (Deputy Clerk no PAYE or NIC due)	£147.0		HMRC requirement
Mrs S Bramley-Brown	Clerk's salary – January less tax + expenses,	£942.20		Local Gov't Act 1972 S112
Mrs Nicola Palmer	Deputy Clerk's salary – January	£539.76		Local Gov't Act 1972 S112
DNH Contracts	January bins	£630.00	105.00	Litter Act 1983 ss 5,6
Aylesbury Mains	Repair of PL 115 and fit lantern to Campion Gate light	£462.00	77.00	HA1980
JW Tree Specialist	Hedge removal and hedge trimming	£540.00		Open Spaces Act

Bugbrooke Parish Council

Agenda & Meeting Minutes

Bugbrooke St Michael Football Club	Preliminary works for preparation of the extended play area and football storage area	£7,200	1,200.	GPoC
Bugbrooke Youth Club	Payment of grant awarded in June 2019 for training and equipment.	£500		Min.No. PC/19.6.114
The Costume Shop	Ratification of payment made in January for new Santa Suit	£38.43		GPoC
Bugbrooke History Group	Ratification of payment made in January for 2 copies of Photographic History of Bugbrooke for Parish Office.	£30.00		GPoC

PC/20/02/033 RESOLVED:	It was proposed by Councillor Harries and seconded by Councillor Ward That these invoices are paid. Agreed unanimously.
----------------------------------	---

PC/20/2/034 Parish Matters

Monthly Inspection Sheets

Monthly inspections sheets were received for all areas.

Hedges/Trees/Fences/Walls

Councillor Morris reported that part of the tree in Chipsey Avenue had been brought down by the recent storm. The branch had fallen into the road and had been removed by residents. The Clerk was requested to report it to NCC Highways and BT, as the telephone wires had been damaged.

There had been a major power cut during the storm which affected the majority of the village. It had been cause by a tree falling close to the cricket club and affecting the electricity cables. The tree had previously been identified as being a risk and the Clerk requested to write to the owner. However, the response had been that the tree did not belong to the property identified.

Footpaths

It was reported that the entrance to KD11 at the top of Pilgrim's Lane had been damaged. The Clerk was requested to contact the Rights of Way Officer.

Emergency Planning/Pathfinder II Project

Councillor Ms Munday reported that as yet she had not managed to source a company willing to undertake the work.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Street Lighting

It was reported that the hedge removal on the school playing field had been completed and it was proposed that the lighting situation should now be reviewed. Councillor Phil Bignell agreed to visit the site after dark and report back to the next meeting. The Clerk was still awaiting the quotation for a new light at this location.

Highways and Transport

- A. Councillor John Curtis reported that there was a large hole on Elm Tree Bank. It was confirmed that this had already been reported. The Clerk reminded Councillors that that reports from the Parish Office carry no more weight than from any other member of the public and that if everyone reported the problems on the NCC Highways site, this would have more effect than relying on the Clerk to report it.
- B. The wooden bus shelter on High Street. Following last month's meeting the Clerk had obtained a quotation for a wooden bus shelter to replace the existing one in the sum of £6,500. Councillors agreed that this seemed excessive. Councillor Gordon stated that he had now inspected the bus shelter and that all it needed was a new roof. The Clerk was requested to obtain estimates for repairing the roof of the shelter.

Millennium Green

Nothing to report.

Patient Participation Group

Councillor Mrs Garlick informed the Parish Council that the AGM of the group had taken place at the end of January but that unfortunately no one had attended, other than the committee members.

PC/20/2/035 Vehicle Activated Sign

Councillor Phil Bignell had advised the Parish Office of the availability of grant funding for VAS signs from the PCC. The Deputy Clerk had completed the necessary forms and submitted them and was awaiting to hear if we had been successful in our bid for funding.

PC/20/2/036 Village Celebration

Councillor Gordon advised that it was hoped that the event would take place in the first two weeks of July. He hoped to be in a position to provide more detailed information at the March meeting, as he was due to have a meeting with the primary school representatives in the near future.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/2/037 75th Anniversary of V.E Day

Councillors agreed to form a Working Party, consisting of Councillors Harries, Gordon and Brian Curtis, to co-ordinate the event. It was agreed that it was important that the village played its part in what was to be a national celebration. Councillor Kent agreed to contact Mr Jim White to arrange for the bells to be rung around the time of the national toast. Alan Robertshaw had already agreed to play the bagpipes and Councillor Morris agreed to try to arrange for a bugler to attend. The Clerk was requested to prepare an item for the next Link magazine, and also to ensure that information was available on the parish website and the village Facebook page.

PC/20/2/038 Bugbrooke Community Centre Grant Application

The Clerk report that she and the Centre Manager had met with the SNC grants officer, who after inspecting the centre had supported all the elements that had been identified as in need of improvement. The official offer letter would be submitted by 24th February and once this was signed and returned, the works could be commenced.

The Play and Gym Equipment project was progressing and it was anticipated that the works would commence in April.

PC/20/2/039 Permanent Location for Tommy

Councillors Harries, Morris and Phil Bignell had met and it was agreed that the best location for "Tommy" was on the Waggon and Horses green, close to the village sign and the bus shelter. The Clerk was to notify NCC Highways to secure the new licence, but meanwhile it was felt that it would be necessary to provide some form of backing to make the figure more stable. The Clerk was to obtain quotations.

PC/20/2/040 Replacement of wooden bus on High Street

The Clerk had obtained a quotation for a new wooden shelter which would be £6,300 plus groundworks. A metal shelter would be significantly less. Councillor Gordon informed the meeting that he had inspected the shelter and that all that was required was new roof and felting and batons. The Clerk was requested to obtain quotations for this work from the roofing contractor.

PC/20/2/041 Hanging Baskets

The Clerk reported that she had provided feedback to the supplier in relation to last year's baskets and had requested that this year the colour of the flowers be much brighter. It had been agreed that they be yellow, white and pink. The Clerk advised that the cost for this year

Bugbrooke Parish Council

Agenda & Meeting Minutes

for 16 baskets would be £360 – an increase of £2.50 per basket. There was a discussion about providing baskets that fitted on to the railings by the pedestrian crossing at the primary school, but it was decided not to implement the idea due to the other issues around the crossing.

RESOLUTION: It was proposed by Councillor Harries and seconded by Councillor John Curtis that the Clerk be authorised to order the baskets for this year at a cost of £360. Passed unanimously.

PC/20/2/042 Pedestrian crossing outside the Primary School

It was reported that there had been a number of incidents at the pedestrian crossing, where vehicles had failed to stop when pedestrians were already on the crossing. A lengthy discussion took place regarding what action could be taken. The reasons for the problems were thought to be - the speed of traffic through the village, the need to repaint the crossing marker lines as these were not clear; drivers unaware of the presence of the crossing – this could be overcome by installing belisha beacons or a speed table. The Clerk was requested to arrange a meeting with NCC Highways to explore what could be done to improve the situation.

PC/20/2/043 NCALC Update

The January/February update had been circulated with the Agenda. The Clerk drew the Councillors attention to the information regarding the election which would take place in May.

PC/20/2/044 Urban Highway Grass Mowing

Resolution: It was proposed by Councillor John Curtis and seconded by Councillor Morris that the Parish Council should agree to under the urban highway mowing on behalf of NCC for a further year in return for a payment of £702.87. Agreed unanimously.

PC/20/2/045 Bugbrooke St Michael Football Club

The Clerk advised that she had been informed by the football club that they were in the early stages of trying to raise sufficient funding to install a third-generation artificial playing surface at the club. They had requested that the Parish Council indicate its support for the proposal. This was agreed and the Clerk was requested to send a letter in support of the scheme.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/2/046 Date of Next Meeting

Monday 9th March 2020 at 7.30. p.m. To Be Preceded by a Meeting of the Footpaths Committee.

There being no further business the Chairman closed the meeting at 9.01 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....