

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
15th January 2024 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Brian Curtis
Councillor David Harries, BEM
Councillor Paul Henson
Councillor Jane Wood (she/her)

Councillor Will Marriott
Councillor Des Morris
Councillor Clare Slater (she/her)
Councillor Colin Russell
Councillor Catherine Parry
Councillor Graham Skinner

IN ATTENDANCE

0 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Ian Gordon	Personal
Councillor John Curtis, BEM	Personal
Absent	

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PC/24/01/01 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received and these were accepted as listed above.

PC/24/01/02 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/24/01/03 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/24/01/04 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th DECEMBER 2023

The minutes had been circulated in advance of the meeting; the chairman then asked the parish councillors if they were happy that the minutes be signed as a true account. **All were in favour.**

PC/24/01/05 PUBLIC PARTICIPATION

None.

PC/24/01/06 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not present and had not submitted a report. In his absence Councillor Phil Bignell gave a brief update on the budget consultation and the addition of a 'pot hole' filling tool that will soon be in use throughout the county.

PC/24/01/07 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided an update on going projects. Clarification had been sought regarding the Community Centre/Rugby Club Sign but appears the council will need to go through Highways to progress although the councils concerns are being escalated and the clerk is expecting to hear back. When new road surfaces are first laid they secrete oils which can make them a little slippery during first few weeks. Once they settle the oils stop coming out so Ace Lane should be improving. A resident at The Glebe had asked for help finding out if Highways had adopted the streetlights but the clerk reported that WNC had confirmed that the developer had not put in a request for this to happen. The clerk had contacted Bugbrooke Chapel as the payment for Warm Rooms had returned to the bank from account. There were not aware of an issue but will be in touch when it is resolved. The dog bin on Shady Lane had been tidied up and would be fixed tomorrow as the weather improves.

PC/24/01/08 PLANNING

8a. Pre-Application Letter from ICON

NTH0010, LAND AT WEEDON MOTOCROSS TRACK, WATLING STREET, WEST NORTHAMPTONSHIRE, NN7 4RU

Councillors could see no grounds to comment as it was a utility it would be put where they thought best. The clerk has provided images of what could be expected and after a discussion it was confirmed that the council would not put forward any comments.

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POLICE MATTERS

PC/24/01/09 POLICE MATTERS - PCSO Report

Councillors had seen the report and commented on the work he was doing to move people on who were parking badly.

PC/24/01/10 POLICE MATTERS – Parking at Campion

As discussed previously a group including the school, police & highways are arranging a date to meet – this date is not yet confirmed, and the clerk has chased again last week.

FINANCIAL MATTERS

PC/24/01/11 A financial statement and reconciliation for the month ending 31st December had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Brian Curtis

Seconded – Councillor Mark Copp

All in favour.

	Income	Receipts	Totals
Current Account as at 30.11.23			£77,242.18
Current Account (Ring fenced)			£55,302.14
CCLA Deposit Fund as at 30.11.23			£50,000.00
Total Available			£182,544.32
Less December Payments		£8,531.04	
Less unrepresented payments			
Returned Chapel Warm Rooms Payment	£120.00		
WNC Warm Rooms Grant	£1,500.00		
Deposits (CCLA Interest)	£216.30		
VAT Reclaim	£0.00		
Deposit from Current Account to Ringfenced Account	£0.00		
Deposits (Ring Fenced Interest)	£63.71		

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Bank Statement			£70,547.44
Total Funds at 31.12.23			£175,913.29

PC/24/01/12 Accounts for Payment

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council.
Details of the powers which authorise the payments are shown in the Payment Schedule.

<u>Direct Debits</u>						
<u>Date</u>	<u>Payee</u>	<u>Invoice</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
08.01.2024	Southern Electric		HA 1980	Street Lighting – December 2023	£23.47	£412.04
08.01.2024	Onecom	TBC	LGA 1972 s111	December Parish Office Telephone and Broadband	£6.00	£36.00
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
08.01.2024	DNH Contracts	2509	Litter Act 1983 S5,6	Emptying of dog and litter bins for December	£88.83	£529.20
08.01.2024	HMRC		LGA 1972 S112	December Tax and NI		£437.20
08.01.2024	Mrs N Palmer		LGA 1972 S112	December Salary		£1558.65
08.01.2024	Northampton shire Pension Fund		LGA 1972 S112	Nov/December Pension		£816.88
08.01.2024	Des Morris		LGA 1972 S145	Santa Expenses		£282.88
08.01.2024	BSACC		LGA 1972 s111	Office Rental, Hall Hire for December		£415.00
08.01.2024	Bugbrooke Chapel		Public Health Act 1936	Community Living Room – Electric (returned in December)		£120.00
08.01.2024	Bugbrooke Chapel		Public Health Act 1936	Community Living Room – Electric		£90.00
08.01.2024	Bus Shelter Cleaning		LGA 1953 s4	Cleaning Shelters and roofs		£119.00
08.01.2024	Bank Charges		LGA 1972 s111	December charges		£7.35
<u>Ratification</u>						
11.12.23	R&G		Open Spaces Act 1906	Mowing	£60.00	£360.00

RESOLUTION – It was resolved that payments listed above be paid and that the ratifications are approved.

Proposed – Councillor Catherine Parry

Seconded – Councillor Des Morris

All in favour.

PC/24/01/13 THIRD QUARTER BUDGET

The clerk had attached the 3rd Quarter Figures and a written report. As the council had been looking at the 2024/2025 budget over the last 3 months the figures did not come as a surprise as actuals up

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to November had been examined at the last meeting. The council is where they expected to be and are happy with the overspend on the playground as the work was needed and it is of great benefit to many in the village.

RESOLUTION – Councillors had the opportunity to review the 3rd Quarter budget and it was resolved to accept the figures presented.

Proposed: Councillor Will Marriott

Seconded: Councillor Brain Curtis

All in favour.

PC/24/01/14 BUGBROOKE MEADOW

The clerk provided an update regarding the amount of work undertaken to proof the ownership of the land. Due to the constant contact with the solicitor and the requirement for them to talk to the remaining trustees about providing a Statement of Truth, a formal instruction and therefore the start of the accruing of fees will begin. The instruction is being drawn up and will be sent to both the clerk and the chairman. A resolution was passed on 11th September (23/09/198) authorising the instruction of a solicitor. Councillor Harries suggested that there may be more evidence of ownership in the parish council minutes from around 1980 when discussions around the lease to The Wildlife Trust began. He agreed to help pin point where the references may be in the minutes that are stored at the Records Office.

RESOLUTION – It was resolved that David Clayson, Catherine Parry, Mark Copp and David Harries would be interim trustees to Bugbrooke Charities to enable the meadow to be registered with Land Registry and then transferred to the parish council who will continue lease to The Wildlife Trust.

Proposed – Councillor Phil Bignell

Seconded – Councillor Des Morris

All in favour.

PC/24/01/15 COMMUNITY LIVING ROOM

The success of the Community Living Room continues with the council receiving a grant for £1500, submitted by Councillor Jane Wood. Regular monthly drop-in sessions from West Northants Council have started to be well attended.

PC/23/01/16 BUGBROOKE PARISH COUNCIL LOGO BRIEF

The clerk presented an open brief that will be sent out to willing volunteers to design a logo for the parish council. Councillors were asked to make comments and were happy with the direction presented. Councillors thought inspiration could be taken from the village sign but that there should be room for the designer to come up with ideas. Councillors were happy with a rectangular design with a circular element that would allow this to sometimes be used alone. It was suggested that

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students studying A Level Art at Campion may be interested in taking this on as a project and the clerk was asked to investigate.

PC/24/01/17 PARISH MATTERS

A *Monthly Inspection Sheets*

The clerk had received sheets from each of the areas and the councillors confirmed all the necessary checks had been completed.

B *Hedges/Trees/Fences/Walls* – KD13 at the telephone exchange has been cut back and the fence was repaired but it was vandalised again and there is a large drop that Highways are now saying that they will not repair again. The path by the doctors has also been cut back.

C *Footpaths* – KD21 and the footpath in West End is open.

D *Street Lighting* – The clerk has reported the lights in Meadway. It is dark on the path at the primary school, this path is not owned by the Parish Council but is also not on the definitive footpath map. The council have previously investigated putting in another light, but this was cost prohibitive.

E *Highways and Transport* – Heyford Road sign has not yet been fixed. Bus stop on the High Street there is a car parked there regularly and the bus has been unable to pull in. Councillors asked the clerk to request yellow lines.

F *BSACCA* – Councillor Marriott will attend the next meeting on Wednesday.

G *Millennium Green* – no update.

H *Environmental Group* – The first Sunday in February will be a litter pick. Councillor Jane Wood said that she has written a piece regarding the Grassland Management plan. There will be another recycling collection on the 19th April by Air Ambulance.

I *Defib* – Councillor Will Marriott had checked the units.

J *Patient Participation Group* – 30% of people will not tell the receptionist what their issue is and it is felt education is needed as without the understanding that receptionists are trained to know how to direct the enquiry/ need for an appointment people are reluctant to share personal matters.

PC/24/01/18 COMPULSORY WHOLE COUNCIL TRAINING

The clerk has a meeting with Maria from NCALC and discussed the requirement for Bugbrooke Parish Council training. It has been confirmed that Danny Moody will lead the session on equality & diversity and civility & respect this will be arranged in due course.

PC/24/01/19 TOMMY

The clerk has been trying to source a supplier and cost for the Memorial Benches but the departments contacted so far at the Royal British Legion do not have the benches, the clerk informed councillors that there are alternatives such as having a Tommy on the planters. No decisions were made at this point.

PC/24/01/20 ITEMS FOR CONSIDERATION FOR FEBRUARY AGENDA

- Dog Fouling
- Vöhl

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PC/24/01/21 DATE OF NEXT MEETING

The February Meeting of the Parish Council will be on Monday 12th February 7.30pm at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 8.50pm.

End of Minutes

CHAIRMAN:.....

DATE:.....