



11 January 2021

Monthly Meeting of the Full Council

Minutes of the Monthly Meeting of the Full Council held on Monday 11th January 2021 at 7.30 p.m. The meeting was held in accordance with The Local Authorities (Coronavirus) (Flexibility for Local Authority Meetings) (England) Regulations 2020. Due to the restrictions on social distancing the meeting was held remotely.

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PRESENT:

Councillor Phil Bignell	Councillor Alan Kent
Councillor Teresa Garlick	Councillor Des Morris
Councillor Ian Gordon	Councillor Catherine Parry
Councillor Paul Henson	Councillor Linda Pope (Chairman)
Councillor David Harries, BEM	Councillor Mrs Jane Wood

IN ATTENDANCE

County Councillor Adam Brown	Sally Bramley Brown – Clerk	
Nicola Palmer – Deputy Clerk	PCSO Matt Taylor	1 Member of the public

ABSENT:

Apologies were accepted from:	Reason:	Excluded from 6 month rule:
Councillor Brian Curtis	Personal	Yes
Councillor Ms Sarah Munday	Personal	Yes
Councillor John Curtis	Personal	Yes
Councillor Ken Gardner	Personal	Yes
Councillor Terry Ward	Personal	Yes

PC/21/1/001 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted as above.

PC/21/1/002 DECLARATIONS OF INTEREST

No Declarations of Interest were recorded.

PC/21/1/003 TO SIGN AND APPROVE THE MINUTES 9th December 2020

The minutes of the meeting held on 9th December were approved, signed and initialled by the Chairman, following minor amendments.

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PC/21/1/004 PUBLIC QUESTION TIME

The member of the public raised issues in respect of the planning application due to be considered by the Parish Council in respect of a proposed development of 52 houses on land south of The Wharf.

PC/21/1/005 REPORTS ON ISSUES PREVIOUSLY RAISED

All issues were dealt with elsewhere on the Agenda, except for the appointment of a Payroll Service provider, which the Clerk was still investigating.

PC/21/1/006 COUNTY COUNCILLOR'S REPORT AND DISTRICT COUNCILLORS UPDATE AND LOCAL GOVERNMENT REORGANISATION

County Councillor Adam Brown began by reporting the current situation locally in respect of the Covid pandemic. Northamptonshire was in a very serious situation and Northampton General Hospital was precariously positioned to avoid being overwhelmed by cases needing hospitalisation. He advised that it was quite probable that local elections would be delayed and consequently, further legislation would need to be passed to extend the current emergency arrangements for meetings etc. The draft budget for West Northamptonshire was now out for consultation until early February. He explained that there would be a process of Council Tax Harmonization within 8 years of the creation of the new authority, together with the Local Council Tax Reduction Scheme, which was expected to be set around 26.5%, well below the Northampton Borough level, but equally well above the levels for Daventry and South Northants. There was flexibility to increase the council tax payable by 4.99% without the need for a referendum and this would represent a £70 per annum increase for Band D properties. He went to confirm that this would be in addition to any increase in the Parish Precept and the Police and Crime Commissioners Office.

Councillor Bignell confirmed that all processes were well in hand and that the current arrangements only had a further three months in operation.

Councillors were advised that a LGR Q & A session was to be held on Monday 18th January with the new CEO's for each unitary authority as guests. NCALC were encouraging all Parish Councils to have at least one delegate from every council. Councillor Bignell indicated that he would be attending and Councillor Harries stated that he would also try to attend.

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PC/21/1/007 PLANNING

1. Planning Applications and Decisions

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/2019/2257/MAF	Land south of the Wharf	Amended proposal for 52 dwellings.	The Parish Council had previously objected to the original application in December 2019. It was felt that the new designs did not fit in with the area being very urban in appearance. The design and access statement was disingenuous and factually incorrect. The application was not policy compliant and the area continued to have a more than adequate land supply. However, as previously the Parish Council agreed to included various requests for S106 funding should the application be approved.
	S/2020/2285/TPO	Appletree Cottage, 3 – 5 Pilgrims Lane	Reduce the crown of the Oak tree by 2 metres	No objections
	S2020/2159/FUL	15 Meadway, Bugbrooke	Garage conversion to family room	No objections

PC/21/1/008 FINANCIAL MATTERS

A

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 30.11.20	£88,833.04
CCLA Deposit Fund as at 30.11.20	£40,000.00
Total available	£128,833.04
Less December Payments	£7,848.43

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Deposits (Interest)	£2.00
Total funds at 31.12.20	£120,986.61

RESOLUTION It was proposed by Councillor Gordon and seconded by Councillor Kent that the financial statements be accepted a true record of the Parish Council's financial position.

PC/21/1/09 B

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:

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To whom	Service rendered	Amount £	Vat £	Power used for payment
Southern Electric	December streetlighting supply - estimated	£459.05	£73.38	Highways Act 1980 s301
Zoom Video Conferencing	December virtual meeting hosting	£14.39	£2.40	Local Gov't Act 1972 S112
HM Revenue & Customs	Clerk PAYE (Deputy Clerk N.I. £1.28 due)	£156.88		HMRC requirement
Mrs S Bramley-Brown	Clerk's salary – December less tax,	£736.37		Local Gov't Act 1972 S112
Mrs Nicola Palmer	Deputy Clerk's salary – December	£424.24		Local Gov't Act 1972 s112
DNH Contracts	December bins	£630.00	£105.00	Litter Act 1983 ss 5,6
SLCC	Annual Membership Fee	£144.00		Local Gov't Act 1972 S112GPoC
Onecom	Parish Office telephone and broadband - December	£42.00	£7.00	Telecommunications Act 198

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Bugbrooke History Group	Ratification of payment made in December – payment to History Group as approved grant – Minute Number PC/20/12/208	£300.00		GPOC
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RESOLUTION It was proposed by Councillor Morris and seconded by Councillor Mrs Parry that these invoices were paid. Passed unanimously.

PC/21/1/010 POLICE AND NEIGHBOURHOOD WATCH MATTERS.

The PCSO's report had been circulated prior to the meeting. He had recorded a good level of compliance with the Covid regulations.

PC/21/1/011 MEETING WITH PCC REPRESENTATIVE

At the December meeting it had been agreed to ask the representative to have a meeting with Councillors in advance of the Parish Council meeting in January. Unfortunately, he had been unable to attend. The Deputy Clerk was liaising with the PCC's office to arrange a new date. The dates which had been suggested were 20th, 21st or 26th January – all evening zoom meetings. It was agreed that the following Councillors would attend, if possible – Morris, Harries, Gordon, Kent, Henson, the Chairman and the Deputy Clerk.

PC/21/1/012 APPOINTMENT OF POLICE LIASON REPRESENTATIVE

Northants CALC had advised that they were working with Northamptonshire Police to establish a new approach to liaison between parish and town councils and the police, the idea being each parish appoints a person to act as a single point of contact for the police. It was based on the same principle as the Parish Paths Warden Scheme for rights of way, or the Highways Representative Scheme for highways. It was envisaged that the Police

Liaison Reps would receive regular updates from the police and an invitation to an annual briefing. A copy of the role description had been circulated with the agenda. Councillors agreed to appoint such a representative and suggested that this would be an appropriate role for the Deputy Clerk. The Deputy Clerk agreed to the appointment and would commence by taking over the arrangements for the meeting with the PCC representative.

PC/21/1/013 PARISH MATTERS

A MONTHLY INSPECTION SHEETS

No monthly inspection sheets had been received.

B HEDGES/TREES/FENCES/WALLS

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Jubilee House = The Deputy Clerk advised that she had been informed that the vegetation had been cut. Councillor Morris was requested to inspect and report back to the February meeting.

Councillor Morris reported that the hedge at the front of 17 Levitts Road had been cut back but that 15 had not. The Clerk undertook to carry out a Land Registry search to ascertain the owner's details.

Two Councillors noted that at 75 High Street there was a piece of topiary which extended a long way over the footway. The vegetation was beautifully maintained but was impeding pedestrians using the footway. The Chairman agreed to post an overgrown vegetation leaflet through the door.

C FOOTPATHS

The Clerk had circulated a Briefing Note in relation to the issue raised in October by Councillor Harries regarding the DMMO sealed by NCC in 2016. An FOI request had produced a copy of the Order and the Clerk had been able to ascertain that in respect of KD8 and KD28 that the footpath status of the route had been removed by the order because the lengths of footpath were already part of the adopted highway. In respect of KD21, the Clerk had requested copies of the documents referred to in the Order which need to be seen in conjunction with the detail in the Order. Once these are received and further enquiries made, the Clerk would be able to clarify matters to the Parish Council.

D EMERGENCY PLANNING/PATHFINDER II PROJECT

The Clerk advised that she had now obtained contact details for the relevant office of the Environment Agency and was endeavouring to speak with someone.

E STREET LIGHTING

The Clerk had nothing to report.

F HIGHWAYS AND TRANSPORT

The repair/resurfacing work to Johns Road and Pilgrims Lane had commenced.

G MILLENNIUM GREEN

Councillor Harries reported that the planned works to the trees had been completed, however when the large Lime tree was inspected close to at the top of the tree, it was discovered that further work was required.

H PATIENT PARTICIPATION GROUP

Councillor Mrs Garlick informed the Parish Council that there was nothing to report.

PC/21/1/014 VEHICLE ACTIVATION SIGN

Councillor Bignell reported that he hoped to be able to get the sign erected and working, in the near future.

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PC/21/1/015 BUGBROOKE COMMUNITY CENTRE ACCESS

Councillor Harries reported that SNC had agreed to move the Tibbs Way sign but no indication was given about when this may be done. The Clerk reported that the necessary white lining works had been completed.

PC/21/1/016 RE-OPENING OF CAMPION SIDE GATE

This matter was deferred until the school re-opens at the end of the current lockdown.

PC/21/1/017 PARISH MINUTES AND NOTICEBOARDS

The Chairman expressed concern that the failure to put items on the noticeboards meant that a proportion of the village did not know what was happening. The Clerk explained that procedures for the Agenda and the Minutes were different. In normal circumstances the Parish Council is required to notify residents of a forthcoming meeting by publishing the agenda on a noticeboard in addition to the website. This requirement was removed last April when the Coronavirus Regulations became legislation. The Chairman had suggested that the Clerk should print the agendas and then the Deputy Clerk should visit the office on a different day and take the agenda round to the noticeboards. The Clerk advised that under the current lockdown provisions the Deputy Clerk was working from home and that this would be regarded as unnecessary travel as the requirement to put the agenda on the noticeboards had been removed. The agenda was always published on the website the same day that it was circulated to Councillors. The minutes are only put on the website. The minutes are not the official minutes of the Parish Council until they are signed, by which time they are a month old; there is no legislative requirement to publish the minutes on the noticeboards. Councillors Harries, Bignell and Parry kindly agreed to continue to put the agenda on the noticeboards and Councillor Bignell would deliver a paper copy to Councillors John Curtis and Gardner. Councillor Gordon would deliver to Councillor Ward.

PC/21/1/018 SANTA IN BUGBROOKE

Santa's representative reported that whilst very different to previous years, the event had gone very well and had been a very welcome occasion for residents to enjoy. Small gifts had been purchased and given as a thank you for the loan of the vehicle and the driver.

PC/21/1/019 PARISH COUNCIL RESPONSES TO COMMENTS ON FACEBOOK

The Clerk had circulated a draft Communications policy and a draft Social Media policy. Councillors were requested to review these for the February meeting. Councillors were reminded that unless acting in an official capacity – i.e. District Councillors reporting on district issues, that any comments on social media must make it clear that these are personal views and not the views of the Parish Council. Where appropriate if there are factual inaccuracies the Clerk, Deputy Clerk or a Councillor

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may correct the information. It was generally agreed that much of the comment on social media should be ignored and there should be no official response.

PC/21/1/020 WAR MEMORIAL

As agreed, an article had been included in the December issue of the Bugbrooke Link asking for residents to comment or express their view on whether the village should explore the possibility of erecting a war memorial. The Clerk reported that whilst there had been a number of comments on the village Facebook page, only one person had submitted comments and that was Reverend French. Councillors were of the view that this demonstrated a lack of interest in taking the idea forward and agreed not to pursue the matter further.

PC/21/1/021 URBAN HIGHWAY MOWING CONTRACT 2021

The Clerk reported that each year NCC Highways invite the Parish Council to undertake the grass cutting within the highway in the parish for which the council receives the sum of £702.87. This was potentially the last year that we would be offered this opportunity and it was agreed to enter into the agreement.

RESOLUTION It was proposed by Councillor Mrs Parry and seconded by Councillor Harries that the Parish Council accept the invitation from NCC to undertake the highway verge mowing in payment of the sum of £702.87. Agreed unanimously.

PC/21/1/022 HANGING BASKETS FOR SUMMER 2021

Councillors agreed that the Parish Council should go ahead with providing hanging baskets along the High Street this year. The Clerk had requested prices and would confirm the amount at the next meeting.

PC/21/1/023 DATE OF NEXT MEETING - Monday 8th February at 7.30. p.m.