

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
13th February 2023 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Des Morris
Councillor Catherine Parry
Councillor Colin Russell
Councillor Graham Skinner
Councillor Jane Wood (she/her)

IN ATTENDANCE

2 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Clare Slater (she/her)	Personal	Yes
Councillor Ian Gordon	Personal	Yes
Councillor Mark Copp	Personal	Yes
Councillor Tiff Cotterill	Personal	Yes
Councillor Will Marriott	Personal	Yes
Absent		

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PC/23/02/018 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/23/02/019 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None

PC/23/02/020 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None were required.

PC/23/02/021 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 16th JANUARY 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/23/02/022 PUBLIC PARTICIPATION

There were 2 members on the public present. Mr and Mrs Adams expressed a great love of Park Hall and extreme disappointment that they have had to make the decision to put Park Hall on the market. A few of the councillors commented on the fact that Park Hall is a historic building within Bugbrooke and that Mr and Mrs Adams had done a magnificent job on the grounds, the historic park in the village and in restoring the lake.

PC/23/02/023 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was unable to attend as he was at another meeting.

PC/23/02/024 REPORTS ON ISSUES PREVIOUSLY RAISED

- The development on Johns Road had previously been discussed as the Management Committee are keen for the parish council to take over the maintenance of the area. The clerk has been in discussions but requires more information in order to progress. It was confirmed that councillors wanted to look at the whole picture rather than broken in to smaller chunks such as the dog bins in isolation. When appropriate, as more details have been obtained for the council to be able to make decisions, the item will be put on the agenda.
- Signage for playground – Councillor Tiff Cotterill has been working with a specialist to produce a board that can be used in the playground that is helpful for many children including nonverbal children it has been specifically designed for early years and primary school age children so will be best placed at the Primary School playground and need to be positioned where it can be reached. The clerk did not have the material specifications and these effect the costing, councillors where happy to delegate the decision and purchasing to the clerk.

RESOLUTION – It was resolved that the clerk should purchase the image board.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

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All in favour.

- Cellar Door at The Bakers – this had been reported at the previous meeting and when the clerk had contacted The Bakers Arms they immediately addressed the issue with a temporary hatch that although is not a final solution, it was done immediately and is appreciated.
- The Annual Parish Meeting – The clerk had raised this before but asked councillors to confirm that the meeting will be more informal occasion with groups invited to take a table to display/promote and inform what they do and how the community can get involved. The clerk also asked for confirmation that refreshments and cake should be provided. A few councillors offered to bring cake. All councillors were in agreement with the format and confirmed the clerk could promote the meeting which will be held on the 24th April 2023 at 6.30pm.

PC/23/02/025 PLANNING

8a. WNS/2023/0038/FUL - Conversion of roof above garage into office with two new front dormers and exterior staircase - Stonegables 3 Harrison Court Bugbrooke NN7 3ET

No objections.

8b. Notification of Appeal – WNS/2021/0450/MAF - Construction of 52.no new dwellings with associated open spaces, roads and drainage infrastructure - Land South of The Wharf, Bugbrooke, Northamptonshire, NN7 3QB - **Representations already submitted will automatically be forwarded.**

Resubmit comments and ask Adam Brown to represent Bugbrooke and attend the meeting.

FINANCIAL MATTERS

PC/23/02/026 A financial statement and reconciliation for the month ending 31st January with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Brian Curtis

Seconded – Councillor Colin Russell

All in favour.

	Income	Receipts	Totals
Current Account as at 31.12.22			£78,940.26
Current Account (Ring fenced)			£45,097.02
CCLA Deposit Fund as at 31.12.22			£50,000.00
Total Available			£174,037.28

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Less January Payments		£4,867.09	
Less unrepresented payments			
Deposits (CCLA Interest)	£119.44		
Refund Streetlight Repair	£470.50		
Deposits (Ring Fenced Interest)	£31.63		
Bank Statement			£74,663.11
Total Funds at 31.1.23			£169,791.76

PC/23/02/027 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>
05.02.2023	Southern Electric		HA 1980	Street Lighting – January 2023	£68.47	£429.17
05.02.2023	Onecom	TBC	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
05.02.2023	NEST		LGA 1972 s112	January Pension Contribution		£103.71
05.02.2023	Siemens		LGA 1972 s111	Printer Lease	£40.00	£240.00
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
05.02.2023	DNH Contracts	2244	Litter Act 1983 S5,6	Emptying of dog and litter bins for January	£105.00	£630.00
05.02.2023	HMRC		LGA 1972 S112	January Tax and NI		£380.31
05.02.2023	Mrs N Palmer		LGA 1972 S112	January Salary		£1481.60
05.02.2023	BSACC	5147	LGA 1972 s111	Office Rental for January & Room		£185.00
05.02.2023	BSACC	5148	LGA 1972 s111	January Extra Room hire		£75.00
05.02.2023	Sunday School Rooms		LGA 1972 S139	Community Living Room Initiative		£54.00
05.02.2023	Bugbrooke Chapel Trust		LGA 1972 S139	Warm Room		£168.16

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05.02.2023	NCALC	INV-2651	LGA 1972 s175	Whole Council Training	£63.00	£378.00
05.02.2023	NCALC	INV-2677	LGA 1972 s175	Civility and Respect Training x 4	£30.40	£182.40
05.02.2023	WAVE	115889 51		Allotment Water bill		£101.83
05.02.2023	Bank Charges		LGA 1972 s111	January Fees		£8.40
Ratification						
05.02.2023	Land Registry Services		LGA 1976, s16	Searches do establish deeds to properties		£3.00
05.02.2023	Land Registry Services		LGA 1976, s16	Searches do establish deeds to properties		£3.00
05.02.2023	Land Registry Services		LGA 1976, s16	Searches do establish deeds to properties		£6.00

RESOLUTION – It was resolved that payments listed above be paid.

Proposed – Councillor David Harries

Seconded – Councillor Colin Russell

All in favour.

PC/23/02/028 **QUARTERLY BUDGET REPORT** - A Third Quarter Budget Report had been attached to the agenda. The clerk asked if there were any questions and that councillors were happy. The chairman asked if councillors were happy to accept the report.

RESOLUTION – It was resolved that the third quarter report be approved.

Proposed – Councillor Brian Curtis

Seconded – Councillor Graham Skinner

All in favour.

PC/23/02/029 **INTERNAL FINANCIAL CONTROL COUNCILLOR REPORT**

Internal Control Councillor Jane Wood had completed her quarterly checks of invoices, payment schedules and bank reconciliations to ensure everything was being done correctly and inline with regulations and a checking report had been provided.

RESOLUTION – It was resolved that the Internal Financial Control Councillors report be approved.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All in favour.

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POLICE MATTERS

PC/23/02/030 POLICE MATTERS - PCSO Report

Councillors had read the report from the PCSO that had been attached to the agenda. The PCSO asked for councillors support to report any parking on Double Yellow Lines on 'Fix my Street' so that the enforcement officer is aware of any obstructions. The clerk has had regular meetings with the PCSO and he has provided an update on ongoing work he is doing in the village.

PC/23/02/031 COMMUNITY LIVING ROOM

Councillor Jane Wood confirmed that additional information had been submitted to WNC for the grant and we are awaiting confirmation. The Saturday afternoon sessions have been stopped at the Sunday School as they were the least well attended. The sessions at Jubilee House are proving to be very popular the and parish council surgery sessions are a great addition for getting feedback from the community. There were 44 attendees at the chapel last week. Councillors were very happy with the attendance.

PC/23/02/031 THE CORONATION

The Community Coronation Celebration group are working extremely hard, and plans are starting to come together. The initial plan had been to focus on the Saturday with the possibility of something on the Friday night too but this has now been extended to a full weekend of events. The clerk provided a summary of the weekend and stated that the budget is tight as it is being stretched over the 3 days. Councillors were happy with the plans and thanked the committee for their hard work.

PC/23/02/032 POLICIES

The following policies had been reviewed and were adopted:

- a. SAFEGUARDING POLICY
 - b. TRAINING & DEVELOPMENT POLICY
 - c. PROCEDURES FOR FINANCIAL CONTROL AND INTERNAL AUDIT POLICY
- EQUALITY POLICY

Councillors decided that The Grant Policy not to be adopted until after the May meeting.

RESOLUTION – It was resolved that policies listed above be adopted.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All in favour.

PC/23/02/033 PROPERTY BOUNDARY EXTENDED ON TO OPEN SPACE

The properties backing on to parish council land between Almond Close and Lime Grove appear to have extended their boundaries. Councillors asked that the clerk write to them to ask them to move the boundary back to their deeds and if this is not done the parish council would need to employ the services of a boundary solicitor and would look to recover the costs from the residents.

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PC/23/02/034 MOWING CONTRACT RENEWAL

The contract is up for renewal and the clerk informed councillors she would be sending letters regarding the tenure.

PC/23/02/035 PARISH MATTERS

A *Monthly Inspection Sheets*

The clerk had received sheets.

B *Hedges/Trees/Fences/Walls -*

C *Footpaths – None reported*

D *Street Lighting – Reported to the clerk by the garage on Kislingbury Road*

E *Highways and Transport – None reported*

F *BSACCA – Heating is the main issue; the boiler needs to be replaced.*

G *Millennium Green – Tree work has been agreed. There has been contact from a member of the public regarding dogs off the lead in the Millennium Green. A discussion followed regarding that WNC approved the PSPO that came in to effect on the 1st November. Subject to agreement of the rest of the Millennium Green Committee they will look to put signs up to say please keep your dog on the lead.*

H *Environmental Group – Over 40 people turned out for the last litter pick and everyone had a good time and enjoyed the cakes after the litter had been collected. The next litter pick is planned for Monday 8th May after the Coronation and will be based the Scout Hut rather than the cafe. They have been looking at a proposal to request that around Johns Road/Oaklands 20mph zone and a report will be submitted to the clerk to forward to Highways. There is a plan to do a collection on behalf of Air Ambulance to collect in working laptops and other electrical equipment.*

I *Defib – It has been checked as usual this month.*

J *Patient Participation Group – There is supposed to a schedule of calls 8-10am is for Emergencies, 10-12am is non urgent appointments on that day so the group have asked for this to be communicated to the patients.*

PC/23/02/035 AREAS FOR IMPROVEMENT

A form is attached to the agenda for councillors to use if they have any ideas for improvements.

PC/23/02/035 ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA

Motion on climate emergency.

PC/22/02/036 DATE OF NEXT MEETING

Monday 13th March 2023 at 7.30pm proceeded by the Footpath Committee Meeting at 7pm.

There being no further business the chairman closed the meeting at 9.23pm

End of Minutes

CHAIRMAN:.....

DATE:.....