

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
12th February 2024 at 7.30pm in Bugbrooke Community Centre.

PRESENT

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

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

IN ATTENDANCE

0 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Ian Gordon	Personal
Councillor Mark Copp	Personal
Councillor Clare Slater (she/her)	Personal
Absent	

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PC/24/02/22 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

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

None.

PC/24/02/23 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Councillor Jane Wood notified the council that she has become a trustee of a charity in Norfolk, but it had no impact of the parish council.

PC/24/02/24 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 15th JANUARY 2024

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/24/02/25 PUBLIC PARTICIPATION

None.

PC/24/02/26 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not present but had submitted a report that had been emailed to all councillors to read. Councillors commented on the plans to lease out County Hall.

PC/24/02/27 REPORTS ON ISSUES PREVIOUSLY RAISED

The resident at West End had contacted the clerk regarding the footpath. Councillors reiterated with no jurisdiction over footpaths, other than to report to WNC if they are not accessible, that the clerk could only advise that the resident contact West Northants Council.

The Management Company of Johns Road had contacted the clerk regarding the situation with the selling the land and transferring it to the parish council. Councillors confirmed that until the management company ensure all legal aspects are resolved then the parish council could not get involved.

PC/24/02/28 PLANNING

The clerk advised she had in the last few days received a number of applications but had requested an extension to comment from WNC, although confirmation of the request had not yet been acknowledged these would be discussed at the March meeting. The following planning items were for information only and not for comment.

8a. 2023/7673/FULL - 43 HIGH STREET BUGBROOKE NN7 3PG - Removal of 2 ash trees, 30 years old and 25ft high on shared driveway, close to main drains.

8b. 2024/0035/PA - Heyford Mill, Weedon Road, Upper Heyford, NN7 3NE - Proposed general purpose secure storage building for agricultural machinery [Agricultural use]

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POLICE MATTERS

PC/24/02/29 POLICE MATTERS - PCSO Report

Councillors had seen the report. The clerk informed councillors that following a meeting with Chris, it had been discussed that once every 4 months he would visit another village to increase his exposure to certain powers he does not have the opportunity to exercise in Bugbrooke. Councillors were happy for the PCSO to be expanding his skills that will ultimately benefit Bugbrooke.

PC/24/02/30 POLICE MATTERS – Parking at Campion

As discussed previously a group including the school, police & highways will meet to discuss the parking issues at Campion. This will take place on the 4th March.

FINANCIAL MATTERS

PC/24/02/31 A financial statement and reconciliation for the month ending 31st January had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Colin Russell

All in favour.

	Income	Receipts	Totals
Current Account as at 31.12.23			£70,547.44
Current Account (Ring fenced)			£55,365.85
CCLA Deposit Fund as at 31.12.23			£50,000.00
Total Available			£175,913.29
Less January Payments		£4,600.90	
Less unrepresented payments			
Deposits (CCLA Interest)	£223.83		
VAT Reclaim	£0.00		
Deposit from Current Account to Ringfenced Account	£0.00		
Deposits (Ring Fenced Interest)	£72.58		
Bank Statement			£66,170.37
Total Funds at 31.01.24			£171,608.80

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PC/24/02/32 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.

Direct Debits						
Date	Payee	Invo ice	Statutory Power	Description	V.A.T	Total
10.02.2024	Southern Electric		HA 1980	Street Lighting – January 2024	£23.47	£412.04
10.02.2024	Onecom	TBC	LGA 1972 s111	January Parish Office Telephone and Broadband	£6.00	£36.00
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
10.02.2024	DNH Contracts	253 3	Litter Act 1983 S5,6	Emptying of dog and litter bins for January	£110.25	£661.50
10.02.2024	R&G Aerate Pitches	120 507	Open Spaces Act 1906	Rugby Pitches	£50.00	£300.00
10.02.2024	HMRC		LGA 1972 S112	January Tax and NI		£426.69
10.02.2024	Electricity Network Contractors	080 1	Highways Act 1980, s301	Repair 3 streetlights on Meadway	£167.52	£1005.12
10.02.2024	Mrs N Palmer		LGA 1972 S112	January Salary		£1610.99
10.02.2024	Kay Iqbal	167 7	LGA 1953 s4.	Bus Shelter Cleaning		£119.00
10.02.2024	Northamptonshire Pension Fund	421 300 022 464	LGA 1972 S112	LGPS contribution		£599.05
10.02.2024	DM Payroll Services Ltd	331 1	LGA 1972 s111	Payroll Administration		£106.00
10.02.2024	Peter Wilkins		Open Spaces Act 1906	Village Maintenance – Dog bin repair Shady Lane		£62.50
10.02.2024	Peter Wilkins		Open Spaces Act 1906	Village Maintenance – Drain pipe at Bus Shelter on Kislingbury Road		£100.00
10.02.2024	Jeremy Collette	SI- 006 54	LGA 1972 s111	PC work transferring domain		£116.87
10.02.2024	RPM	601 9	Open Spaces Act 1906	Community Centre Play Area	£2142.00	£12852.00
10.02.2024	Bank Charges		LGA 1972 s111	February Bank Charges		£TBC
Ratification						

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

Proposed – Councillor Will Marriott

Seconded – Councillor Des Morris

All in favour.

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PC/24/02/33 INTERNAL CONTROL CHECKS

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

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

Proposed: Councillor Brain Curtis

Seconded: Councillor David Harries

All in favour.

PC/24/02/34 REVIEW OF EFFECTIVENESS OF FINANCIAL CONTROL

Councillor Jane Wood has met with the clerk in her role as Internal Control Councillor to conduct a thorough review of all internal controls. They had completed the review as detailed in the policy.

RESOLUTION – It was resolved that Bugbrooke Parish Council have completed a review of Financial Control.

Proposed – Councillor Catherine Parry

Seconded – Councillor David Harries

All in favour.

PC/24/02/35 EARMARKED RESERVES

Each year the council reviews the earmarked reserves at regular intervals including during budget setting and the clerk had put together a briefing note summarising the council's position as the council comes towards year end.

Councillors discussed in detail the plans and asked the clerk to arrange an item on the next agenda to discuss Captains Close.

PC/24/02/36 BUGBROOKE ASSET REGISTER

The clerk has updated the register with the new dog bins and playground equipment that has been purchased this year and also transferring the register on to the accounting system.

PC/24/02/37 ELECTRICITY RENEWAL

The clerk has received 3 quotes but had also contacted another company recommended by NCALC so asked for this item to be deferred until March. The councillors agreed.

PC/24/02/38 REQUEST TO INCREASE GRANT FOR ACE LANE LIGHT

The clerk had attached a briefing note. Bugbrooke Parish Council have traditionally given a grant of £40 to pay for the light over the Church Gate as it lights up the dark lane and is of benefit to the whole community. Last year, the grant was increased to £48 but the further hike in the electricity pricing means that the cost has increased. The evening & weekend unit cost has gone from 13.3p in

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2023 to 24.9p in 2024. This is an increase of 88% and the council have been asked to consider increasing the grant to help pay for this. Councillors were happy to increase the grant and asked the clerk to check that the light was turned on daily.

RESOLUTION – It was resolved that Bugbrooke Parish Council would increase the grant to £65.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

PC/24/02/39 BUGBROOKE MEADOW

The clerk did not have any update. The chairman and the clerk had completed documents to enable the instruction of the solicitor to go ahead but it had not progressed any further.

PC/24/02/40 DOG FOULING IN THE VILLAGE

The council have 18 dog bins and there at 3 in Johns Road estate there are also litter bins which do not restrict dog poo bags so the council is doing what it can to enable people to dispose of it properly. Councillors asked the clerk to ask Adam to arrange for a Dog Warden to visit the village.

PC/24/02/41 PLANTERS

The clerk presented costs for renting the planters and the comparisons with the prices paid last year, renting the planters would allow the council to test how they work before investing in purchasing planters and also removes the issue of storage.

RESOLUTION – It was resolved that Bugbrooke Parish Council would like to trial renting 5x 3 tiered planters.

Proposed – Councillor Will Marriott

Seconded – Councillor Graham Skinner

All in favour.

PC/24/02/42 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 – It was reported that the sub- station fence is falling down on Church Lane and also the leaves in Trent Valley are building up.

C Footpaths –

D Street Lighting – There had been a number of repairs this month.

E Highways and Transport – Councillor Skinner and Councillor Morris have been pushing a number of issues. The holes from Norton Barns down to the railway bridge had been filled this week but the water is running down, and the concrete is already being washed away. The ditch needs to be dug out.

F BSACCA – Doing a review of costs.

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- G Millennium Green* – There has been a few small fires on the green and the police are aware of it.
- H Environmental Group* – The trees that were given to the group by Councillor Brian Curtis have all been distributed to good home. The first Sunday in February there was a litter pick but there have not been as well attended as others so are moving to the afternoon. Councillor Jane Wood said that there had been positive feedback to the Grass 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* –
- K Speed Watch* – This will take place in June.

PC/24/02/43 COMPULSORY WHOLE COUNCIL TRAINING

This will take place at 7pm on Monday 26th February.

PC/24/02/44 VÖHL VISIT

Councillor Marriott has been organising visit to Vöhl. Catherine Parry and Will Marriot will attend with their partners.

Guests from Vöhl will visit Bugbrooke between 5th May – 10th May 2024. Catherine and Wendy Barton have offered to be hosts. The council are happy to support this visit and when further details are available make plans for an activity and a meal.

PC/24/02/45 ITEMS FOR CONSIDERATION FOR MARCH AGENDA

Highways issues - Speed signs and Yellow Lines extensions.

PC/24/02/46 DATE OF NEXT MEETING

The March Meeting of the Parish Council will be on Monday 11th March 7.30pm at Bugbrooke Community Centre. The Footpath Meeting will take place at 7pm.

There being no further business the chairman closed the meeting at 8.29pm.

End of Minutes

CHAIRMAN:.....

DATE:.....