



8-Feb-21

Monthly Meeting of the Full Council

Minutes of the Monthly Meeting of the Full Council held on Monday 8th February 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 Brian Curtis

Councillor Des Morris

Councillor Teresa Garlick

Councillor Catherine Parry

Councillor Ian Gordon

Chairman Councillor Linda Pope

Councillor Paul Henson

Councillor Terry Ward

Councillor David Harries, BEM

IN ATTENDANCE:

Sally Bramley Brown – Clerk

Nicola Palmer – Deputy Clerk

ABSENT:

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

Councillor Mrs Jane Wood Personal Yes

Councillor John Curtis

Councillor Ken Gardner

URGENT BUSINESS

Before commencing the meeting, the Chairman advised Councillors that unfortunately due to professional and personal commitments Councillor Ms Sarah Munday had resigned her position on the Parish Council. The Chairman stated that Councillor Ms Munday had offered to continue in the role until the May elections, but it had been agreed that the resignation would be accepted with immediate effect to ease the pressure on Ms Munday's personal commitments. The Chairman thanked Ms Munday for all her work on behalf of the Parish Council and for her role as Chairman of the Emergency Planning Working Party. Councillors were told that should Ms Munday's circumstances change, then she may consider standing again. Councillors welcomed this news. It was noted that with Ms Munday's departure, the Parish Council would be without a Vice-Chairman. It was agreed to appoint a new Vice Chairman for the remaining duration of the Council.

RESOLUTION It was proposed by Councillor Harries and seconded by Councillor Ward that Councillor Bignell should be appointed as Vice Chairman. Agreed unanimously.

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PC/21/2/024 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted as above.

PC/21/2/025 DECLARATIONS OF INTEREST

Councillor Bignell declared an interest in the planning application for 2 Pound Lane: Councillor Mrs Parry declared an interest in the planning application for 31 High Street and Councillor Henson declared an interest in the planning application for 45 Pilgrims Lane. Councillors Mrs Parry, Mrs Pope and Kent declared an interest in item 11 – I Allotment Association.

PC/21/2/026 TO SIGN & APPROVE THE MINUTES of 11/01/21

The minutes of the meeting held on 11th January were approved, signed, and initialled by the Chairman, following minor amendments.

PC/21/2/027 PUBLIC QUESTION TIME

There were no members of the public present.

PC/21/2/028 REPORTS ON ISSUES PREVIOUSLY RAISED

The Clerk reported that she has received the valuation for an area of land in the village. This would be a confidential item on the March agenda.

PC/21/2/029 COUNTY COUNCILLOR'S REPORT AND DISTRICT COUNCILLORS UPDATE AND LOCAL GOVERNMENT REORGANISATION

District Councillor Harries advised that the new authority has employed many senior members of the South Northants Council Team, which was a good reflection on the quality of SNC as a council. District Councillor Bignell stated on vesting day 1st April there would be very little change other than the logo of 'West Northants' and that it would take 4 years to fully integrate all the functions of the three district councils. Elections were planned for the 6th of May. Nominations would be accepted from Thursday 25th March until 4pm on Thursday 8th April. Papers would need to be handed in 'in person' at The Forum in Towcester but would only require two signatures. The chairman asked about SNC Supplementary planning document and both District Councillors stated they had read it in detail and were content that there was nothing to alter.

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PC/21/2/030 PLANNING

1. Planning Applications and Decisions

App. No	Location	Proposal	Decision
2020/2313 /OUT	Bugbrooke Marina Pattishall Road	Replacement of residential caravan	Object – Out of village development. Use is not clearly defined. If used solely by Marina employee would look for favourably on development.
2021/0017 /TCA	31 High Street	Fell one rowan tree	No Objections
2021/0084 /FUL	2 Pound Lane	Proposed 2 storey extension to side with new boundary wall	No Objections
2021/0101 /FUL	45 Pilgrims Lane	Single storey rear extension	No Objections

PC/21/02/031 FINANCIAL MATTERS

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

A financial statement for the month ending 31 st January had been circulated with the Agenda, and the figures were as follows:-		
Current Account as at 31.12.20		£80,986.61
CCLA Deposit Fund as at 31.12.20		£40,000.00
Total available		£120,986.61
Less January Payments		£2,965.48
Deposits (Interest)		£1.80
Total funds at 31.1.21		£118,022.93

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

PC/21/01/32 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
Direct Debits				
Southern Electric	Street Lighting – January 2021	£379.12	£60.54	HA 1980
Zoom	January Virtual meeting hosting	£14.39	£2.40	LGA 1972 S111
Onecom	Parish Office Telephone and Broadband	£36.00	£6.00	LGA 1972 s111
Siemens Finance	Parish Office copier	£170.00	£34.00	LGA 1972 S111
Internet Bank	Transfers			
HMRC	Clerk PAYE January + NI for DC	£156.88		HMRC
Parish Clerk	January salary	£650.85		LGA 1972 S112
Deputy Clerk	January salary	£424.24		LGA 1972 S112
DNH Contracts	January Litter and Dog Bin emptying	£504.00	£84.00	Litter Act 1983 S5,6
RPM Ltd	Repair of play equipment in primary school play area	£432.00	£72.00	OS 1906
Bugbrooke PCC	Ace Lane light – electricity contribution	£40.00		HA 1980
Bugbrooke Allotment Association	Payment of annual maintenance allowance	£250.00		S and AA 1923
Kay Iqbal	Cleaning of bus shelters - December	£100.00		PCA 1957 S3
Councillor Morris	Ratification of payment made in January to Councillor Morris for Santa supplies	£55.55	£11.50	GPoC
Howkins and Harrison	Valuation fee	£180.00	£30.00	GPoC

RESOLUTION It was proposed by Councillor Mrs Parry and seconded by Councillor Morris that these payments be approved. Agreed unanimously.

PC/21/02/33 C. Budget Report

The Clerk had circulated a third quarter budget report with the agenda, which detailed expenditure against each budget heading. The Clerk had highlighted that although concern had been expressed about the amount of overtime being worked, in fact this was no greater than the previous year. The Chairman stated that the Finance Committee need to understand why this arose and whether it was because the number of contracted hours was insufficient. The Clerk and Deputy Clerk were

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requested to keep a record of how time was spent, and it was agreed that a meeting of the Finance Committee would be held with the Clerk and the Deputy Clerk to discuss.

PC/21/2/034 POLICE MATTERS

A. POLICE REPORT

The PCSO's report had been circulated prior to the meeting. The Councillors wished to know why there had been groups of youths that had been spoken to but not dispersed. It was highlighted that during these tough times of the pandemic it was essential that the government restrictions were enforced, and the Deputy Clerk was asked to report these views back to the PCSO as the new Police Liaison Officer for the Parish Council.

B. MEETING WITH THE PCC REPRESENTATIVES

The Councillors had read the briefing note and the Chairman and Deputy Clerk summarised the meeting, pointing out that the Parish Council were going to work closer with the PCSO and his seniors to set measurable objectives relevant to Bugbrooke.

PC/21/2/035 PARISH MATTERS

A MONTHLY INSPECTION SHEETS

All the monthly inspection sheets had been received.

B HEDGES/TREES/FENCES/WALLS

15 Levitts Road - The Clerk had carried out a Land Registry search to ascertain the owner's details. Three males were listed, and the Councillors were advised that these were the trustees of the estate. It was suggested one may be a solicitor; the Clerk was tasked with trying to trace them. The Chairman had also received a complaint from 17 Levitts Road about the vegetation and the resident had been assured that the Parish Council were trying to get the issue resolved.

75 High Street had been in contact and had agreed to the suggestion of the Clerk to cut the beautiful topiary hedge back in the spring when there was less risk of frost damage.

23 Chipsey Avenue had still not been cut back by the enforcement team and the Clerk was asked to chase this. No further reports were received.

C FOOTPATHS

West End – The Clerk had been in contact with NCALC as it appeared that there was a question mark over the validity of the Order. The current position was that KD21 end on an area that is designated as public highway, but which is the driveway of number 31 West End. Should that area of highway have the highway rights extinguished, it would lead to the untenable situation of the footpath

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ending without connection to the remainder of the public network. The Clerk proposed that the Parish Council's concerns should be recorded to prevent such a situation and that matters should be followed up with NCALC regarding the legality of the 2016 DMMO. The Clerk was requested to try to get the alternative footpath route that has been for many years and is currently used by villagers, on to the definitive map. It may be possible to commence the process by procuring several Statutory Declarations from people who have used the route for at least 20 years.

Councillor Henson confirmed he had walked the footpath at the 5 Bells and agreed that some of the trees hung very low and required cutting back. The Clerk was tasked with identifying who owned the land on which the footpath located and then it would be reported.

D **EMERGENCY PLANNING/PATHFINDER II PROJECT**

The Clerk advised that she had a call arranged with the Environment Agency for w/c 15th of February and she was hoping to arrange for the brook to be dredged. Ms Munday had previously overseen Emergency Planning; it was agreed that the role would be reassigned following the elections in May.

E **STREET LIGHTING**

The Clerk had nothing to report.

F **HIGHWAYS AND TRANSPORT**

The repair/resurfacing work to Johns Road and Pilgrims Lane had been completed and the Parish Council had feedback thanks to the highways team following several residents posting positive reports of helpful behaviour and hard work from the teams completing the resurfacing.

G **MILLENNIUM GREEN**

Councillor Harries reported that the Lime tree and the Willow's on the bank were due to be inspected.

H **PATIENT PARTICIPATION GROUP**

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

PC/21/2/036 **VEHICLE ACTIVATION SIGN**

Councillor Bignell reported that the sign was now fully operational in Church Lane and in due course, he would download and examine the speed data. The Chairman thanked him for his work.

PC/21/02/037 **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.

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PC/21/2/038 RE-OPENING OF CAMPION SIDE GATE

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

PC/21/2/039 TOMMY UPDATE

The Clerk reported that the base has been installed and Tommy would be in position shortly. The base would allow for Tommy to be removed as required and Councillors were asked if they would like Tommy kept out all year. The Councillors agreed unanimously that Tommy should stay in position all year.

PC/21/2/040 UK CENSUS

Councillors were informed that the Census will take place on 21st March 2021. The bulk of the responses were to be online although paper-based forms could be requested. Councillors were asked if they were happy to promote the Census as requested by SNC. All councillors agreed that Bugbrooke Parish Council should post reminders on Social Media and Councillors Harries, Parry and Bignell agreed to put up posters on the noticeboards. The Deputy Clerk was tasked with arranging for printed copies to be posted to Councillor Harries to distribute to the other Councillors.

PC/21/2/041 ADOPTION OF DRAFT COMMUNICATION POLICY & DRAFT SOCIAL MEDIA POLICY

The Clerk had circulated a draft Communications policy and a draft Social Media policy. Councillors had had the opportunity to review and there were some minor amendments, including checking the email address and adding the postal address. Councillor Harries agreed to email further amendments to the wording to the draft Communications Policy to ensure members of the public were not put off speaking at meetings in the allocated section of the agenda. The Parish Council wants to ensure all members of the public are welcome and feel comfortable at the meetings. Councillor Bignell suggested some mention of timely response was added with regards to the Social Media Policy.

PC/21/2/042 2021 PARISH COUNCIL ELECTIONS

The Elections appeared to be proceeding. The cut-off date for nominations was 4pm on Thursday 8th April. The Deputy Clerk was tasked with preparing some promotional material to use on social media to encourage residents to join the Parish Council.

PC/21/2/043 PAYROLL PROVIDERS

The Clerk had included two quotations and a briefing note for potential payroll providers. Another provider was also suggested, and the Clerk agreed to get a further quotation and report back next month.

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PC/21/2/044 HANGING BASKETS FOR SUMMER 2021

Councillors agreed to proceed with the hanging baskets quoted at £22.50 per basket (£360) in total.

PC/21/2/045 BI-MONTHLY UPDATE FROM NCALC

The councillors had received an electronic copy and were informed there were some interesting articles.

PC/21/2/046 DATE OF NEXT MEETNG – Monday 8th March at 7.30. p.m.

There being no further business the Chairman closed the meeting at 21.16p.m.

End of Minutes