

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 March 2023 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Tiff Cotterill (she/her)
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Paul Henson

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

IN ATTENDANCE

11 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Catherine Parry	Personal	Yes
Councillor Ian Gordon	Personal	Yes
Absent		

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/23/03/037 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/23/03/038 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillors Clare Slater, Mark Copp and Graham Skinner declared an interest in Johns Road.

PC/23/03/039 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Jane Wood is the Secretary of the newly formed Bugbrooke Community Lottery

PC/23/03/040 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th FEBRUARY 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/23/03/041 PUBLIC PARTICIPATION

2 members of the LINK team were present, and the item is later on the agenda, they confirmed they have submitted a report.

Many residents from Johns Road were present as the Management Committee had submitted a report and residents had attended to answer any questions and vocalise that Johns Road needs the facilities but in years to come if left to the management committee cost would be prohibitive to retain the services so they want to ask that the parish council step in to adopt the areas.

PC/23/03/042 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not present at the meeting. The Chair summarised a few points from the council's budget. Councillor John Curtis asked if there can be an update on Environmental impact of the M1 and what would be done.

PC/23/03/043 REPORTS ON ISSUES PREVIOUSLY RAISED

- Communication Board for playground – has been ordered, this will be the first in the county and the Chronicle Echo should be approached.
- The Annual Parish Meeting – The clerk had heard from the Coronation Working Group, Wednesday Club and the Scouts to say they would be present. The clerk asked if the Environmental Group would exhibit, and for volunteers to make a comment box and make cakes. The clerk was asked to approach The WI to ask if they would be interested in bringing cakes.
- The clerk confirmed that the Asset Register and Risk Assessments had been updated.
- Boundary Review had been forwarded to councillors – in summary it would be called Champion Ward, it would be a 2-member ward and Bugbrooke Parish Council views had been reflected in the proposal. Councillors agreed it should be added to the agenda as a few councillors were not sure regarding the name.

Bugbrooke Parish Council

Agenda & Meeting Minutes

POLICE MATTERS

PC/23/03/044 POLICE MATTERS - PCSO Report

Councillors had read the report from the PCSO that had been attached to the agenda. The clerk was asked if the PCSO can be requested to attend the next meeting.

PC/23/03/045 YOUTH OFFENDER REPRESENTATIVE

The council had a visitor from Youth Offenders – Cara Woodage; victim support officer. She was providing feedback from youth workers who had been involved in the Community Resolution Order. The offender was given the outcome of the lowest grade of offence as ranked by the police; which resulted in a number of interventions for the offender and one of the interventions was to write an apology letter. This was read out and the youth apologised for damaging the playground on 27th November 2022. Prevention and diversion worker would have visited the home of the offender and contacted the parents. The offender will have done 3 months of interventions and been visited by the police to explain what will happen if they offend again. A question was asked regarding reoffending and Cara stated that statistic would be available online but reoffences are based on homelife, exploitation or other aspects going on in the background.

PC/23/03/046 PLANNING

9a. WNS/2023/0231/FUL - Erection of single storey rear extension (Retrospective) - Ninas Store Ltd 40 High Street Bugbrooke NN7 3PG

The councillors support the application as they are keen to see improvements to the facilities in the village and a larger modernised shop is very much needed in the community. However, they had the following comments; the plans submitted are very basic and the parish council would like to see more details regarding finish. There was a concern regarding ensuring there is retrospective Building Regulations to ensure footings are correct. There were also concerns about deliveries on the corner and that thought needs to be considered to safety concerns with deliveries.

Notification of Appeal Date : 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 – Informal hearing scheduled for 10am on Wednesday 29 March 2023 at 10:00am and will be held at : The Council Chamber, The Forum, Moat Lane, Towcester NN12 6AD

Councillor Phil Bignell confirmed he would be attending the meeting and Adam Brown had been requested to also attend.

FINANCIAL MATTERS

PC/23/03/047 A financial statement and reconciliation for the month ending 28th February with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Colin Russell

Bugbrooke Parish Council

Agenda & Meeting Minutes

Seconded – Councillor Brain Curtis

All in favour.

	Income	Receipts	Totals
Current Account as at 31.01.23			£74,663.11
Current Account (Ring fenced)			£45,128.65
CCLA Deposit Fund as at 31.01.23			£50,000.00
Total Available			£169,791.76
Less February Payments		£5,303.38	
Less unrepresented payments			
Deposits (CCLA Interest)	£151.71		
WNC Warm Rooms Grant	£1,500.00		
Deposits (Ring Fenced Interest)	£31.16		
Bank Statement			£71,011.44
Total Funds at 28.02.23			£166,171.25

PC/23/03/048 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>
05.03.2023	Southern Electric		HA 1980	Street Lighting – February 2023	£68.47	£414.49
05.03.2023	Onecom	TBC	LGA 1972 s111	March Parish Office Telephone and Broadband	£6.00	£36.00
05.03.2023	NEST		LGA 1972 s112	February Pension Contribution		£103.71
05.03.2023	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>
05.03.2023	DNH Contracts	2268	Litter Act 1983 S5,6	Emptying of dog and litter bins for February	£84.00	£504.00
05.03.2023	HMRC		LGA 1972 S112	February Tax and NI		£380.31
05.03.2023	Mrs N Palmer		LGA 1972 S112	February Salary		£1481.60

Bugbrooke Parish Council

Agenda & Meeting Minutes

05.03.2023	BSACC	5171	LGA 1972 s111	Office Rental for February & Room		£185.00
05.03.2023	BSACC	5172	LGA 1972 s111	Coronation Room Rental		£45.00
05.03.2023	Bugbrooke Chapel Trust		LGA 1972 S139	Warm Room		£168.16
05.03.2023	Kay Iqbal	1607	LGA 1953 S4	Bus Shelter Cleaning		£100.00
05.03.2023	GeoXphere		LGA 1972 s111	Parish Online System	£15.00	£90.00
05.03.2023	Green Goblet LTD	7535	LGA 1972 s145	Reusable cups for Coronation Celebration	£309.00	£1854.00
05.03.2023	Bugbrooke PCC		LGA 1972, s144	Warm Room shared cost with Bugbrooke PCC		£137.50
05.03.2023	Jane Wood		LGA 1972, s144	Warm room at Jubilee House - repayment		£160.00
05.03.2023	Land Registry Searches		LGA (Misc)1976, s 16	Title Register – Johns Road		£3.00
05.03.2023	Land Registry Searches		LGA (Misc)1976, s 16	Title Plan – Johns Road		£3.00
05.03.2023	Wendy Barton		LGA 1972, s145	Wild Flower Seeds for Coronation		£132.45
05.03.2023	Land Registry Searches		LGA (Misc)1976, s 16	Title and Plan – Homestead Drive		£6.00
5.03.2023	Glebe A/C		Small Holdings Allotments Act 1908 ss23	Allotment Rent		£300.00
05.03.2023	Widget	259661	OpenSpace Act 1906	Communication Board for Playground	£68.00	£340.00
05.03.2023	SLCC	ORD508 961-1	LGA 1972 S112	Clerk Manual Publication		£52.30
05.03.2023	NCALC	2990	LGA 1972 S112			
05.03.2023	Bank Charges		LGA 1972 s111	February charges		£9.10
Ratification						
17.02.2023	Chaos		LGA 1972, s145	Extra PA for 6 th May 2023 Coronation Event		£95.00
17.02.2023	Pure Genius		LGA 1972, s145	Deposit for band on 5 th May 2023 - Coronation		£300.00
17.02.2023	JW Tree		Open Spaces Act 1906 ss9	Work on Tree between Chipsey & Kislingbury Road		£200.00
17.02.2023	JW Tree		Open Spaces Act 1906 ss9	Ash Grove – High Street		£420.00

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

Proposed – Councillor Des Morris

Seconded – Councillor Tiff Cotterill

All in favour.

PC/23/03/049 VAT RECLAIM- The clerk has submitted a VAT reclaim for 1st October 2022 – 28th February 2023 for £2178.25

PC/23/03/050 FINANCIAL RESERVES – EARMARKED RESERVES

Bugbrooke Parish Council

Agenda & Meeting Minutes

The councillors confirmed they were happy with the breakdown that they had recently looked at during the budget preparations.

RESOLUTION – It was resolved that the breakdown of the earmarked reserves be approved.

Proposed – Councillor Graham Skinner

Seconded – Councillor Mark Copp

All in favour.

PC/23/03/051 BUGBROOKE LINK

Councillors had read the report provided by the LINK team. The number of adverts has fallen slightly and fewer larger adverts at the same time print cost have increased; the publication wants to ensure they have finances in place to continue. The importance and history of LINK in the village was discussed and how it helps to bring the community together. The LINK is always in need of content, and it was encouraged that members of the community submit articles.

RESOLUTION – It was resolved that Bugbrooke Parish Council would make an initial donation of £1500 to the LINK magazine.

Proposed – Councillor John Curtis

Seconded – Councillor Will Marriott

All in favour.

PC/23/03/052 JOHNS ROAD

Councillors had read the Johns Road report proposing that the parish council adopt the land and its maintenance. Councillors asked a few questions from the residents who had attended. It was confirmed that the Management Committee would make any necessary repairs to the playground up before the land transfer. They would pay the solicitor fees to enable the land transfer.

RESOLUTION – It was resolved that subject to the playground repairs being made and the cost of the fees being covered by the management committee the parish council were happy to ownership of the land and maintain it.

Proposed – Councillor David Harries

Seconded – Councillor Phil Bignell

All who had not declared an interest were in favour.

PC/23/03/053 COMMUNITY LIVING ROOM

Councillor Jane Wood confirmed that the parish council had received the grant from WNC for £1500. This grant covers the costs up to March. However, following discussion the council would like to continue the Community Living Room as it has been well supported. There are regularly 35-40 people at the Chapel, 20 at the Church and around 15 at Jubilee House. Although, the warmth may no longer be needed as weather improves, the other benefits of people gathering make the Community Living Room a project worth continuing. The council were happy to cover the agreed costs as they had been prepared to pay £1500 before the grant was an option.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/23/03/054 THE CORONATION

The Community Coronation Celebration group have been progressing plans. Wildflowers have been purchased in line with the ethos of King Charles III Coronation logo, these will be used as a gift for children taking part in the free games. The reusable cups have been ordered. A £1 will be added to the first drink to help over the cost and it will give a memento to all attending who purchase a drink. A TENS licence has been granted for the sale of alcohol on the field and the live entertainment over the whole weekend. The event has been registered with WNC, who will check over the risk assessment and safety arrangements. The Football Club and Rugby Club need to ensure they have licences in place and the clerk has asked the Rugby Club for proof of the Inflatable companies insurance and also for the Marquee. The clerk hand delivered a letter to surrounding properties on 6th March informing them of the event and the possible noise and disruption it may bring. An emergency contact number has been supplied to residents, but it is hoped that it will not be needed. It is strongly hoped that everyone who can, will walk to the event.

Environmental Group have provided guidance to stall holders on ideas to be sustainable and as food waste cannot be taken away by WNC, they are looking in to a Hot Composter, it is 1m squared and is estimated to cost around £150, the parish council discussed this proposition and are happy to support as long as a location is agreed for its long term use and that the compost would be made available to benefit the community.

PC/23/03/055 CLIMATE AND ECOLOGICAL EMERGENCY

The Environmental Group had provided a proposal to state:

Bugbrooke Parish Council declares a Climate and Ecological Emergency, and commits to do everything within its power (subject to our scope and financial constraints) to:

1. Eliminate carbon emissions resulting from its own operations by 2030
2. Encourage and work with local residents, organisations and businesses to reduce their own carbon emissions
3. Take action in collaboration with local residents, organisations and businesses to protect the natural environment and promote ecosystem recovery
4. Take action to protect our village and community from the adverse effects of climate change, including increasing frequency and severity of extreme weather events.

July 2021 WNC declared a climate emergency and steps are being taken to achieve this and this declaration would just be the start for the parish council who would then look to make changes and encourage the same from residents. The group would help to advise and facilitate these changes.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the statement above:

Proposed – Councillor Jane Wood

Seconded – Councillor Tiff Cotterill

All in favour.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/23/03/056 NO MOW MAY

The parish council discussed the initiative proposed by WNC, this can only be done on parish council land and it was agreed to try it in the areas in Almond Close and Lime Grove. This will be publicised so residents understand why it is being done and may want to try it themselves. The clerk was asked to arrange with the mowing contractor.

PC/23/03/057 MOWING CONTRACT RENEWAL

The contract is up for renewal. In line with Bugbrooke Parish Councils Standing Orders and Financial Regulation a tender for the mowing contract along with a map of the area was sent to potential contractors. The invitation to tender was also displayed on the website from 15th February until 6th March 2023. Three companies including the council's existing supplier submitted tenders.

Initially the quotes were discussed anonymously with councillors selecting the lowest of the three. This quote belonged to the current contractor and the council are happy to continue, the clerk was asked to contact them to confirm acceptance of their tender. The other quotes will be kept on file for the future and the council appreciated the time and effort of all those who submitted a tender.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the tender from Peter Warden.

Proposed – Councillor David Harries

Seconded – Councillor John Curtis

All in favour.

PC/23/03/058 PARISH MATTERS

A *Monthly Inspection Sheets*

The clerk had received sheets.

B *Hedges/Trees/Fences/Walls* – Ash Grove has been cut back but it was suggested it should be cut back to the edge of footpath next time.

C *Footpaths* – By the Old Crown the handrail need to be replace. This was raised at the footpath meeting and the clerk will report to the Canal and River Trust.

D *Street Lighting* – Clerk had booked the repairs on Kislingbury Road and the day burning lamps have been turned off, this was completed on Saturday.

E *Highways and Transport* – 20mph from High Street through to West End is out for consultation. The Bus Stop on the High Street is becoming dangerous due to parked vehicles, the clerk was asked to apply for a yellow Bus Stop Box on the road.

F *BSACCA* – A brief update on the heating was given.

G *Millennium Green* – There was to be a meeting next week so an update would be provided in April.

H *Environmental Group* – Litter pick on Monday May 8th for the Big Volunteer Litter Pick. The group are campaigning to stop idling in the village, they are also looking to provide printer cartages and Blister package recycling at the community café.

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

J *Patient Participation Group* – No update.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/23/03/059 ARRANGEMENTS FOR CLERKS HOLIDAY

The clerk has arranged for an emergency contact email to be included in the out of office.

PC/23/03/060 ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA

Vohl

Boundary Review

PC/22/03/061 DATE OF NEXT MEETING

Monday 24th April 2023 at 7.30pm proceeded by the Annual Parish Meeting at 6.30pm.

There being no further business the chairman closed the meeting at 9.45 pm

End of Minutes

CHAIRMAN:.....

DATE:.....