

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
11th March 2024 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor John Curtis, BEM
Councillor Brian Curtis
Councillor David Harries, BEM
Councillor Jane Wood (she/her)

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

IN ATTENDANCE

0 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Ian Gordon	Personal
Councillor Paul Henson	Personal
Absent	

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PC/24/03/47 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/24/03/48 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/24/03/49 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/24/03/50 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th FEBRUARY 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/24/03/51 PUBLIC PARTICIPATION

None.

PC/24/03/52 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown Road was present and gave a brief update. The road to nowhere off A4500 update expected; this is about status of agreement with landowner. Some issues with anti- social driving in this area and police have been attending. There are currently consultations on air quality and post 16 school transport if councillors would like to comment.

Parking enforcement is out to tender – this will enable more officers to be engaged and pay more attention especially to rural areas. This will include dog fouling.

WNC share of HS2 money is around £80m, how and when this money will be delivered is still to be determined as is the what it can be spent on.

A councillor reported that the layby on A4500 needed attention as constantly used for flytipping and worse. Councillor Curtis enquired about funding as he is looking to raise money for a churchyard gate. Councillor Brown did not think it would qualify as the gate is likely to be owned by the church.

PC/24/03/53 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk informed councillors that a portrait of King Charles III had been ordered. The broadband and telephone had changed to digital which had presented a number of challenges that were none mostly resolved.

Contacted by a MOP regarding bonfires in the church yard and the risk to public health and this had passed on to the church.

PC/24/03/54 REPORTS ON ISSUES PREVIOUSLY RAISED – JOINING LGPS

The clerk has been contacted by the pensions officer at West Northants Council. The council passed a resolution at the meeting on the 13th November 2023 to enrol employee Nicola Palmer in the Local

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Government Pension Scheme. The resolution shown below did not include the enrolment date and therefore it needs to be recorded correctly; as the decision to join is not in question the clerk asked councillors to agree to amend the resolution to include the date.

PC/23/11/260 EXCLUSION OF PRESS AND PUBLIC

To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations the public and press be excluded during consideration of the following item.

- *CLERK PENSION*

The chairman asked the member of public still remaining to leave the meeting as the next item was to discuss the clerk's pension. The previous year councillors had questioned why the clerk was not on the Local Government Pension Scheme and the clerk had been asked to investigate. At the last meeting it had been determined that the joining fee was excessive, and the councillors needed more information. The chairman explained he had been in touch with the Pension Department and that initially the wrong fee had been quoted, both himself and the clerk had had a meeting with Cory Blose, Head of Pensions. The clerk explained it was a conflict of interest her being present for the discussions as she wanted councillors to discuss the implications of joining the scheme fully and frankly.

The clerk asked to rejoin the meeting.

RESOLUTION – It was resolved that Bugbrooke Parish Council enrol employee Nicola Palmer in the Local Government Pension Scheme.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

Following the explanation councillors resolved amended the resolution to include the date.

RESOLUTION – It was resolved that Bugbrooke Parish Council enrol employee Nicola Palmer; Clerk and RFO to Bugbrooke Parish Council in the Local Government Pension Scheme from the enrolment date of 21/11/2023.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

PC/24/03/55 PLANNING

The clerk advised she had requested an extension to comment on the following applications from WNC but had not had confirmation that it was possible, however, the clerk confirmed she would submit comments following the meeting and hopefully they will not be considered late.

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8a. 2024/0164/FULL - Proposal: Restoration and construction of entrance wing walls, and replacement of agricultural entrance gate with new double automatic gates. Location: Park Hall Church Lane Bugbrooke NN7 3FD - No objection to replacement of current gate, however solid style of gate not in keeping with the surroundings. Preference would be for either natural wood to look like a traditional farm gate, or wrought iron to match style of gate at the pedestrian entrance to the hall.

8b. 2024/0622/FULL - Proposal: Side and Rear Single Storey Extension. Location: 5 Georges Avenue Bugbrooke NN7 3PW – No objection, materials to match.

POLICE MATTERS

PC/24/03/56 POLICE MATTERS - PCSO Report

Councillors had seen the report from the PCSO.

PC/24/03/57 POLICE MATTERS – Parking at Campion

A productive meeting had taken place on Monday 4th March with representatives from all key areas including Head and staff from Campion, PCSO, Highways, Adam Brown and parish council representatives on how to ease congestion outside Campion. Adam Brown will send action points in due course.

FINANCIAL MATTERS

PC/24/03/58 A financial statement and reconciliation for the month ending 29th February had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Des Morris

Seconded – Councillor Colin Russell

All in favour.

	Income	Receipts	Totals
Current Account as at 31.01.24			£66,170.37
Current Account (Ring fenced)			£55,438.43
CCLA Deposit Fund as at 31.01.24			£50,000.00
Total Available			£171,608.80
Less February Payments		£18,238.46	
Less unrepresented payments			

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Deposits (CCLA Interest)	£223.75		
WNC Mowing Reclaim	£702.87		
Deposit from Current Account to Ringfenced Account	£0.00		
Deposits (Ring Fenced Interest)	£63.87		
Bank Statement			£48,858.53
Total Funds at 29.02.24			£154,360.83

PC/24/03/59 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	Invoice	Statutory Power	Description	V.A.T	Total
04.03.2024	Southern Electric		HA 1980	Street Lighting – January 2024	£23.47	£412.04
04.03.2024	Onecom	TBC	LGA 1972 s111	January Parish Office Telephone and Broadband	£6.00	£39.16
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
04.03.2024	DNH Contracts	2557	Litter Act 1983 S5,6	Emptying of dog and litter bins for February	£88.20	£529.20
04.03.2024	Jane Wood	120507		Warm Rooms		£220.00
04.03.2024	HMRC		LGA 1972 S112	February Tax and NI		£426.69
04.03.2024	Mrs N Palmer		LGA 1972 S112	February Salary		£1610.99
04.03.2024	Northamptonshire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£599.05
04.03.2024	Bugbrooke Chapel		LGA 1972 s133	Community Living Room February heating		£180.00
04.03.2024	Bugbrooke Chapel		LGA 1972 s133	Community Living Room December heating		£90.00
04.03.2024	Jeremy Collette	SI-00654	LGA 1972 s111	PC work transferring domain		£116.87
04.03.2024	Bugbrooke PCC		Parish Council Act 1957, Highways Act 1980 s301	Ace Lane Light		£65
04.03.2024	SLCC Membership		LGA 1972 S112	Local Council Clerks Membership		£183.00
04.03.2024	Parish Online	006	LGA 1972 S112	Parish mapping system	£15.00	£90.00
04.03.2024	Bank Charges		LGA 1972 s111	February Bank Charges		£4.90
Ratification						

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

Proposed – Councillor Will Marriott

Seconded – Councillor Des Morris

All in favour.

PC/24/03/60 VAT RECLAIM

The clerk has prepared the VAT reclaim from September 2023 to the end of February 2024. This totals £6964.42.

PC/24/03/61 ELECTRICITY RENEWAL

The best prices are achieved through partnership with other parishes and a few energy brokers can arrange this, the clerk had received quotes from 5 suppliers and these were presented to the councillors. The current suppliers price fixed for 2 years was the cheapest although the council will experience a significant increase due to the current fixed 3 year contract coming to an end the quote had been significantly less than previously expected. The total estimated cost for the 2 year period from SSE is £11,655.84.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the renewal price from SSE for a fixed 2-year contract and that clerk be authorised to sign this.

Proposed – Councillor Mark Copp

Seconded – Councillor Des Morris

All in favour.

PC/24/03/62 WEST NORTHANTS LOCAL PLAN PARISH ENGAGEMENT

The chairman explained the plan and councillors were asked to answer questions about the size of Bugbrooke and the facilities available. The clerk had provided councillors with data from the 2021 census to ensure they was a clear understanding of the households and demographics of people living in Bugbrooke. Councillors discussed each of the questions and the responses will be sent to West Northants.

PC/24/03/63 VILLAGE NAME PLATE PLANTERS

The clerk was asked to put a message on Facebook to request that people volunteer to plant up and look after the planters on the nameplate signs at the entrances Bugbrooke.

PC/24/03/64 BUGBROOKE CHAPEL UPDATE

There is still significant concern that the chapel on the High Street may be at risk as all the current trustees are former members of the Jesus Fellowship and not based in Bugbrooke. The parish council

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are keen to ensure that this community asset is protected, and that the congregation feel secure. It was proposed that Councillors John Curtis and Councillor David Harries arrange a zoom call with chair of the new CIO and try to determine the long-term plans for the chapel.

PC/24/03/65 THE ANNUAL PARISH MEETING

This meeting is being rebranded as Bugbrooke Community Open Evening in the hope that more residents will attend and find out more about this wonderful village and the activities that go on. The event will take place on Monday 22nd April, the WI have kindly agreed to provide refreshments again. There are a number of groups confirmed although the clerk is hoping for more. An advert will go in link and will also be on the village friendly page.

PC/24/03/66 HIGHWAYS ISSUES

Councillors Des Morris and Graham Skinner met with Highways in November to discuss various issues. The eventual response from Adam Brown not entirely satisfactory so they have asked for clarification but no reply. It was agreed to carry this over to next meeting.

PC/24/03/67 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* – None.

C *Footpaths* – The verge in Levitts Road is extremely churred up. Councillor Morris offer to report it to Grand Union Housing.

D *Street Lighting* – None.

E *Highways and Transport* – Already discussed. From Heyford to Bugbrooke village sign – frame has been rebuilt today but sign not yet in place.

F *BSACCA* – Councillor Phil Bignell gave a brief update.

G *Millennium Green* – Councillor John Curtis asked for the clerk to contact the PCC to see if they have plans to replace the gate between the churchyard extension and the Millennium Green.

H *Environmental Group* – There has been successful litter pick, with 15 participants, next one is on Sunday May 12th at 2pm, covering Camp Hill and the canal.

Air Ambulance donation day on Friday 19 April and there will also be a spectacles and hearing aid amnesty at the same time. The group are planning another tree giveaway this autumn.

I *Defib* – Councillor Will Marriott had checked the units.

J *Patient Participation Group* – It was requested that feedback from a Councillor regarding customer service be passed back to the surgery.

K *Speed Watch* – This will take place in June/July. Concerns were raised about speeding between Bugbrooke and Kislingbury and it was asked for it to be referred to PCSO.

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PC/24/03/68 CO-OPTION

No applications have been received. The clerk hopes maybe at the Community Event on 22nd April anyone interested will have the opportunity to speak to councillors and find out more.

PC/24/03/69 VÖHL VISIT

Councillor Marriott has not yet had the opportunity to review the suggested gifts sent by the clerk.

Vöhl youth team will visit Bugbrooke between 5th May – 10th May 2024 but no council members are coming, therefore no event was needed at the Community Centre, but it was proposed that a meal should be provided for the adults. Councillor Will Marriott suggested a BBQ at the football club.

RESOLUTION – It was resolved that Bugbrooke Parish Council provide £200 towards the Twinning visit BBQ from the allocated budget for these events.

Proposed – Councillor Phil Bignell

Seconded – Councillor Brian Curtis

All in favour.

PC/24/03/70 CLERK HOLIDAY

During the time the clerk is away an out of office with Councillor Phil Bignell and Councillor Jane Woods email addresses so if a matter is urgent there is a point of contact.

PC/24/03/71 ITEMS FOR CONSIDERATION APRIL AGENDA

Highways update from Graham and Des.

PC/24/03/72 EXCLUSION OF PRESS AND PUBLIC To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations the public and press be excluded during consideration of the following item.

• CAPTAINS CLOSE

Councillors discussed a letter that had been received and asked the clerk to reply.

PC/24/02/46 DATE OF NEXT MEETING

The March Meeting of the Parish Council will be on Monday 15th April 7.30pm at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.39pm.

End of Minutes

CHAIRMAN:.....

DATE:.....