



3/8/2021

# Monthly Meeting of the Full Council

Minutes of the Monthly Meeting of the Full Council held on Monday 8th March 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.

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

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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:

3 Members of the Public

Sally Bramley Brown – Clerk

Nicola Palmer – Deputy Clerk

### PC/21/3/047 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

There were no apologies for absence.

### PC/21/3/048 DECLARATIONS OF INTEREST

The Chairman and Councillors Mrs Parry and Kent declared an interest in the item relating to the Allotment Association and Councillor Mrs Garlick declared an interest in the planning application for 47 Pilgrims Lane.

### PC/21/3/049 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 8th FEBRUARY 2021

The minutes of the meeting held on 8TH February were approved, signed, and initialled by the Chairman, following minor amendments.

### PC/21/3/050 PUBLIC QUESTION TIME

The members of the public were asked if they wished to address the Parish Council but each declined.

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### PC/21/3/051 REPORTS ON ISSUES PREVIOUSLY RAISED

There were no reports.

### PC/21/3/052 COUNTY COUNCILLOR'S REPORT AND DISTRICT COUNCILLORS UPDATE AND LOCAL GOVERNMENT REORGANISATION

County Councillor Adam Brown did not attend the meeting. Councillor Harries reported that finally some progress was being made in relation to the S106 monies that were due for the Bugbrooke surgery (approximately £70,000). The South Northamptonshire scrutiny committee had investigated the whole issue of section 106 health money across the district. Following a meeting with the chief executive and GP chairman of the CCG, a new framework to ensure section 106 health money is acquired and spent where it is needed is now in place at South Northants Council, and a recommendation has been made to the incoming West Northamptonshire Council to adopt a similar framework. This is a major achievement as it will ensure many millions of pounds are spent improving primary healthcare services across the West Northamptonshire area."

### PC/21/3/053 PLANNING

#### 1. Planning Applications and Decisions

| App. No          | Location                  | Proposal                                                                                                                                         | Decision                                                                                                                                                                                                                                                                                                                          |
|------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2021/0185 /FUL   | 47 Pilgrims Lane          | Proposed front extension, raise flat roof and conversion of garage to habitable accommodation                                                    | No Objections                                                                                                                                                                                                                                                                                                                     |
| 2021/-337 /FUL   | 122 Johns Road            | Single storey rear extension to double garage and Juliette balcony to rear elevation in place of existing window                                 | Councillors would like the planning committee to assess the overall % increase to the size of the property to ensure it is in-line with regulations and is not over development of the site.                                                                                                                                      |
| S/2019/2526 /MAO | Land north of Church Lane | Outline application including access with all other matters reserved, for up to 12 older persons (over 55 years) residential dwellings (maximum) | Councillors were of the view that there was a genuine need for older persons accommodation in the village. The application was approved subject to completion of an appropriate S106 agreement; confirmation of how the age limit will be enforced; requesting priority for Bugbrooke residents and PC input on the final design. |

## FINANCIAL MATTERS

PC/21/03/054 A. A financial statement for the month ending 28th February had been circulated with the Agenda, and the figures were as follows:-

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A financial statement for the month ending 28<sup>th</sup> February had been circulated with the Agenda, and the figures were as follows:-

|                                 |  |                    |
|---------------------------------|--|--------------------|
| Current Account as at 31.1.21   |  | £78,022.93         |
| CCLA Deposit Fund as at 31.1.21 |  | £40,000.00         |
| <b>Total available</b>          |  | <b>£118,022.93</b> |
| Less January Payments           |  | £3,460.00          |
| Deposits (Interest)             |  | £954.14            |
| Total funds at 31.1.21          |  | <b>£115,517.07</b> |

### RESOLUTION

It was proposed by Councillor Mrs Parry and seconded by Councillor Mrs Garlick that the financial statements be accepted a true record of the Parish Council's financial position. Agreed unanimously

**PC/21/03/055 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:

**RESOLUTION** It was proposed by Councillor Harries and seconded by Councillor Kent that these payments be approved. Agreed unanimously.

### PC/21/3/056 POLICE MATTERS

#### A. Police Report

The PCSO's report had been circulated prior to the meeting together with South Northants Neighbourhood Teams Annual Report. Both of the reports were noted.

B. The Deputy Clerk had circulated the latest Police Liaison Office Update with the agenda. Councillor Bignell asked if there was any indication of the expected increase in the cost of the PCSO service. The Clerk explained that this was announced in the autumn each year, in time for it to be taken into consideration as part of the budgeting process.

### PC/21/3/057 PARISH MATTERS

#### A Monthly Inspection Sheets

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The monthly inspection sheets had been received from the Chairman, Councillor Morris and Councillors Mrs Parry. Councillors Gordon and Henson confirmed they would be delivered very soon.

### *B Hedges/Trees/Fences/Walls*

15 Levitts Road - The Clerk had managed to contact one of the trustees of the property. He advised that the property was being cleared ready for sale and that they would ensure that the vegetation was cut back sufficiently. Councillor Morris confirmed that clearance work had begun. It was agreed that Councillor Morris would inspect the site and if further cutting back was required, the Clerk would put him in contact with the person she spoke to.

17 Levitts Road. The property has now been sold.

23 Chipsey Avenue. The time limit on the Notice served by NCC is about to expire and they have advised that action should be taken very soon.

### *C Footpaths*

West End – The Clerk had circulated a Briefing Note. It was agreed that the Parish Council should not bear the cost of an application for a diversion order and that the council had now done all they could to safeguard the route.

The Clerk confirmed that she was liaising with NCALC and if there were any further development she would notify the Parish Council.

KD 15. This had been discussed at the preceding Footpath Committee meeting. The Clerk had ascertained who owned the surrounding land, but was keen to accurately identify the location of the overgrown vegetation. Councillor Henson confirmed in his view the vegetation was in the vicinity of the garden of the 5 Bells, rather than the adjoining land. It was agreed that he would provide the Clerk with the exact location prior to her taking any action.

### *D Emergency Planning/Pathfinder II Project*

The Clerk advised that she had received a call from a Team Leader at the Environment Agency. It had been explained that currently they were still extremely busy from the flooding which had occurred in December and January. However, she had requested that the brook be inspected and someone would contact us in the near future.

### *E Street Lighting*

The Clerk had nothing to report.

### *F Highways and Transport*

The repair/resurfacing work to Pilgrims Lane footpath had commenced but there had been an issue over traffic management arrangements for the commencement of the main part of the works resulting in a delay.

### *G Millennium Green*

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Councillor Harries reported the inspection of the Lime and Willow trees, had now been completed. The Lime tree was suffering from a major rot problem and the willows required full pollarding. These works would be expensive but would guarantee the future of these trees..

### *H Patient Participation Group*

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

### *I Allotment Association*

The Parish Council holds a lease with the Bugbrooke Allotment Association, which stipulates the terms and conditions of the use of the land as allotments for the benefit of residents. Since 2014 the lease has made provision for plot holders to erect a shed on their plot – limited in both size and material of construction. The Secretary of the Association had advised that plot holders were now asking if they could install metal sheds rather than wood, as these provided a better deterrent against act by vermin, which is currently a significant problem for the plot holders.

**PC/21/3/057 RESOLUTION** It was proposed by Councillor Morris and seconded by Councillor Gordon that the lease between the Parish Council and the Allotment Association should be suitably amended to allow for metal sheds to be erected, but with strict limitations on size, colour and material. Agreed unanimously

### **PC/21/3/058 VEHICLE ACTIVATION SIGN**

Councillor Bignell reported he hoped to have some data available for the April meeting.

### **PC/21/03/059 BUGBROOKE COMMUNITY CENTRE ACCESS**

Councillor Harries reported that SNC had now moved the Tibbs Way sign. There was to be a BSACCA meeting very soon where they would discuss what other steps could be taken to protect the junction.

The Clerk reminded Councillors that as part of the play area project it had been intended to install a picnic bench. Councillor Harries requested that the Clerk liaise with the Centre Manager to include the proposal on the next agenda for the Management Committee to approve.

### **PC/21/3/060 RE-OPENING OF CAMPION SIDE GATE**

The Deputy Clerk confirmed that she had written again to Campion School to ask for the gate to be re-opened. A reply had been received just before the meeting and would be circulated to all Councillors. However, for the time being the answer remained that they would not be reopening the gate for the time being. It was agreed to revisit the subject when school returned after the Easter holidays.

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### PC/21/3/061 TOMMY UPDATE

A photograph had been circulated with the agenda, showing the figure “in situ”. The Chairman thanked Mr Wilkins, on behalf of the Parish Council, for his efforts in finally giving Tommy a permanent home. It was agreed, that whilst the figure was removable from the base, he should be left there permanently unless damaged. It was also agreed that the Parish Council poppy wreath should be placed at his feet.

### PC/21/3/062 UK CENSUS

Councillors confirmed that the letters were being received by residents.

### PC/21/3/063 ADOPTION OF COMMUNICATION POLICY AND DRAFT SOCIAL MEDIA POLICY

The Clerk had circulated further versions of the draft policies following comments received from some Councillors.

**PC/21/3/064 RESOLUTION** It was proposed by Councillor Morris and seconded by Councillor Brian Curtis that the draft Social Media policy should be adopted. Approved unanimously

**PC/21/3/065 RESOLUTION** It was proposed by Councillor Mrs Parry and seconded by Councillor Gordon that the draft Communications policy should be adopted. Approved unanimously

### PC/21/2/066 2021 PARISH COUNCIL ELECTIONS

The Elections would now definitely take place on 6th May. The Chairman made a surprise announcement that she would not be seeking re-election; and Councillors Kent, Ward. Gardner and Mrs Garlick also all confirmed that they would not be standing for election.

### PC/21/2/067 PAYROLL PROVIDERS

The Clerk had obtained details of the cost of a third provider, but this was again a more expensive option.

**RESOLUTION** It was proposed by Councillor Mrs Parry and seconded by Councillor Kent that the Clerk should be authorised to appoint Diane Malley as a Payroll Service Provider. Approved unanimously.

### PC/21/3/068 HANGING BASKETS FOR SUMMER 2021

Councillors Mrs Parry had very kindly delivered the hanging baskets to Sandy Lane nursery.



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### PC/21/3/069 GRANT APPLICATION

The Clerk had received and circulated a completed grant application form on behalf of the Bugbrooke W.I. in the sum of £500 to pay for a Zoom licence and to help keep the group going during the current pandemic.

**RESOLUTION** It was proposed by Councillor Kent and seconded by Councillor Morris that the Bugbrooke W.I. should be awarded a grant of £500. Approved unanimously

### PC/21/3/070 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLUTION** It was proposed by Councillor Brian Curtis and seconded by Councillor Gordon 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. Approved unanimously

PC/21/3/072 The Clerk read out the advice provided by the land valuer on the possible cost of the land that the Parish Council were considering trying to purchase. It was agreed that this was a complex issue that would require careful handling, both in respect of the land owner and canvassing the opinion of local residents. In view of the forthcoming elections it was agreed that the matter should be deferred until the new council is in place. It was however agreed that the Clerk should transfer £30,000 to the separate Nat West savings account, linked to the current account, as a ring fenced reserve for this project.

PC/21/3/071 DATE OF NEXT MEETING – Monday 12th April at 7.30. p.m.

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

\*End of Minutes\*

CHAIRMAN:.....

DATE:.....