

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
15th April 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 Will Marriott
Councillor Catherine Parry
Councillor Colin Russell
Councillor Graham Skinner
Councillor Jane Wood (she/her)

IN ATTENDANCE

0 Members of the Public

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Ian Gordon	Personal
Councillor Des Morris	Personal
Councillor Clare Slater (she/her)	Personal
Councillor Paul Henson	Personal
Absent	

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PC/24/04/73 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/24/04/74 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Graham Skinner declared an interest in item PC/24/04/88 as chairman of the Allotment Association.

PC/24/04/75 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/24/04/76 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th MARCH 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/24/04/77 PUBLIC PARTICIPATION

None.

PC/24/04/78 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was unable to attend the meeting. Councillor Phil Bignell gave a brief update. WNC is now in consultation on the Local Plan should councillors wish to comment. There will be no change to existing village boundaries but some with non-defined boundaries will have them added. The Local Plan is expected to be ratified in about 12 months.

PC/24/04/79 REPORTS ON ISSUES PREVIOUSLY RAISED

The owner of Captains Close had been in touch and wanted to have a conversation with the clerk. Councillors were happy for the conversation to take place but felt that councillors should also be present – Councillors Phil Bignell and David Harries agreed to make themselves available.

Clerk has contacted the PCC about the church gate but had no response to date.

PC/24/04/80 PLANNING

No planning applications had been received.

POLICE MATTERS

PC/24/04/81 POLICE MATTERS - PCSO Report

Councillors had seen the report from the PCSO.

FINANCIAL MATTERS

PC/24/04/82 A financial statement and reconciliation for the month ending 31st March had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Colin Russell

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Seconded – Councillor Mark Copp

All in favour.

	Income	Receipts	Totals
Current Account as at 29.02.24			£48,858.53
Current Account (Ring fenced)			£55,502.30
CCLA Deposit Fund as at 29.02.24			£50,000.00
Total Available			£154,360.83
Less March Payments		£4,895.94	
Less unrepresented payments			
Deposits (CCLA Interest)	£208.41		
Water Reclaim	£233.94		
Allotment Rent	£510.00		
VAT Reclaim (Sep -Feb)	£6,964.42		
Deposits (Ring Fenced Interest)	£61.74		
Bank Statement			£51,879.36
Total Funds at 31.03.24			£157,443.40

PC/24/04/83 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>
08.04.2024	Southern Electric		HA 1980	Street Lighting – March 2024	£23.47	£412.04
08.04.2024	Onecom	TBC	LGA 1972 s111	March Parish Office Telephone and Broadband	£6.00	£39.16
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
08.04.2024	DNH Contracts	2581	Litter Act 1983 S5,6	Emptying of dog and litter bins for March	£88.20	£529.20
08.04.2024	BSACCA		LGA 1972 s111	Parish Office Rent and Room Hire		TBC
08.04.2024	R&G		Open Spaces	Mowing		TBC

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08.04.2024	Peterborough Diocesan Board of Finance	BUPC01	Small Holdings & Allotment Act 1908	Allotment Rent		£300.00
08.04.2024	HMRC		LGA 1972 S112	March Tax and NI		£426.89
08.04.2024	Mrs N Palmer		LGA 1972 S112	March Salary		£1610.79
08.04.2024	Northamptonshire Pension Fund	421300 022464	LGA 1972 S112	LGPS contribution		£599.05
08.04.2024	Bugbrooke Chapel	010	LGA 1972 s133	Community Living Room March heating		£225.00
08.04.2024	NCALC	3577	LGA 1972 s111	NCALC Membership		£1533.80
08.04.2024	P.Warden	7110	Open Spaces Act 1906	Grass Cutting		£291.00
08.04.2024	NCALC	3512	LGA 1972 s111	Whole Council Training	£69.40	£416.40
08.04.2024	Bank Charges		LGA 1972 s111	February Bank Charges		£TBC
Ratification						
18.03.2024	Northants Acre		LGA 1972 s111	Annual Membership	£7.00	£42.00
18.03.2024	Siemens Finance		LGA 1972 s111	Photocopier/ printer Lease	£40.00	£240.00

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

Proposed – Councillor Graham Skinner

Seconded – Councillor Brian Curtis

All in favour.

PC/24/04/84 VAT RECLAIM

The clerk has submitted the VAT reclaim for March 2024. This totals £188.04.

PC/24/04/85 2023/2024 YEAR END FINANCIAL STATEMENT

The councillors confirmed they had viewed the year ends accounts and were happy with the breakdown presented by the clerk.

RESOLUTION – It was resolved that the end of year accounts be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor David Harries

All in favour.

PC/24/04/86 4TH QUARTER REPORT

The clerk had provided a breakdown of the end of year accounts and a report detailing the spend.

- The council finishes the year with £157,443.40 cash in hand.
- £50,000 of this is in the long-term savings account and would be used if there was a delay or issue with West Northants Council paying the precept.

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- £55,564 is in the reserve account – this account is for earmarked reserves where the council is putting money aside for large projects to try to ensure there is no major hike in the precept.
- £51,879 remains in the current account.

RESOLUTION – It was resolved that the 4th Quarter Report be accepted.

Proposed – Councillor Colin Russell

Seconded – Councillor Graham Skinner

All in favour.

PC/24/04/87 ROAD TRAFFIC REGULATION ACT 1984

The council has received the orders affecting various roads in Bugbrooke from the 1st April it is an offence to drive over 20mph along the lengths of the roads within the schedule; Great Lane, The Ashes, West End, Peace Hill, The Glebe and the Leys.

PC/24/04/88 GRAND UNION LAND ACCESS

A letter had been received requesting access to the allotments to carry out some non-invasive tests. Councillors agreed this is fine and that when the clerk is contacted with the 2 weeks' notice of access she should advise Peter Wilkins, the Allotments Secretary, so he can arrange access and make sure allotment holders are informed.

PC/24/04/89 CHAPEL UPDATE

A virtual meeting has been arranged for the 27th April and an update will be provided next month. Councillors David Harries and John Curtis have been invited to a meeting between the Chapel congregation and representatives of the CIO Board. Councillor Harries is also having a separate Zoom meeting with the Vice Chair of the CIO.

PC/24/04/90 THE ANNUAL PARISH MEETING

This will be held in the form of a Community Open Evening on Monday 22nd April. Many local groups are attending as well as Fraud Prevention and Citizens Advice. The WI will be providing refreshments and cakes. The event has been advertised in Link on noticeboards and on Social Media. The clerk is hoping for a good turn out from the village and councillors are welcome to attend.

Councillor John Curtis asked whether Bugbrooke Chapel had been invited to attend the Annual Parish Meeting. The clerk to ensure the congregation receives an invitation.

PC/24/04/91 HIGHWAYS ISSUES

Councillor Graham Skinner has had another response from Highways via Adam Brown to several points raised but it does not address all the points satisfactorily. He will reply with further questions.

PC/24/04/92 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.

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- B Hedges/Trees/Fences/Walls* – No issues raised
- C Footpaths* – No issues raised
- D Street Lighting* – No issues raised
- E Highways and Transport* – The very poor condition of the road at the bottom of Bird's Hill has been raised with Highways. Councillor Phil Bignell has also reported a new apparently illegal exit on to the A5 near the Litchborough Road turning.
- F BSACCA* – Councillor Phil Bignell gave a brief update. Councillor Will Marriott intervened recently when two teenagers were about to cause damage to the new basket swing in the playground at the Community Centre. He will inform the PCSO.
- G Millennium Green* – Councillor David Harries gave a brief update. The Trustees are in discussion with a tenant in West End about the overgrown hedge to the rear of their property.
- H Environmental Group* – The revised mowing regime has started with the exception of the land at the corner of Church Lane opposite the Peace Hill turn. This to be followed up with the contractor. Air Ambulance Donation Day is on Friday 19th April. Next litter pick scheduled for Sunday 12th May.
- I Defib* – Councillor Will Marriott had checked the units.
- J Patient Participation Group* – Councillor Phil Bignell gave a brief update.
- K Speed Watch* – Councillor Phil Bignell gave an overview of figures for two weeks during March for the flashing sign in Church Lane. The sign has now been moved to Great Lane. Councillors wanted to consider obtaining another sign to be put up on Johns Road and agreed to put this on the agenda for the next meeting.

PC/24/04/93 VÖHL VISIT

The Football Club has organised activities for the Vohl visit to Bugbrooke including a BBQ on Thursday 9th May which is open to councillors and Bugbrooke residents. Councillors Will Marriott and Catherine Parry are due to participate in the return visit to Vohl to mark their 800th anniversary. Councillor Marriott will discuss ideas for a gift with the clerk.

PC/24/04/94 ITEMS FOR CONSIDERATION MAY AGENDA

None

PC/24/04/95 DATE OF NEXT MEETING

The May Meeting of the Parish Council will be on Monday 13th May 7.30pm at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 8:39.

End of Minutes

CHAIRMAN:.....

DATE:.....