

BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell
Clerk: Mrs N Palmer

Parish Office
Camp Close
Bugbrooke
NN7 3RW
T: 01604 832838
8th June

E: parishclerk@bugbrookeparishcouncil.org

NOTICE OF MEETING

I hereby summon you to the **Monthly Meeting of the Parish Council** which will take place on **Monday 14th June 2021 at 7.30 p.m.** in the Small Hall at the Community Centre, Camp Hill, Bugbrooke.

I enclose the minutes of the meeting held on 17th May 2021 and accompanying papers as appropriate. The agenda has been posted on the website and at the Parish Office. Members of the public and the press are invited to attend. They may not take part in the parish council meeting itself, but there will be a public question time as mentioned below. **PLEASE NOTE THAT THIS MEETING WILL FOLLOW SOCIAL DISTANCE MEASURES INLINE WITH CORONAVIRUS RESTRICTIONS. AS THERE IS LIMITED SPACE IN THE HALL MEMBERS OF THE PUBLIC WILL BE SEATED ON A FIRST COME BASIS AND ASKED TO SIGN IN. IF THE HALL IS OVER CROWD SOME MEMBERS OF THE PUBLIC MAY NOT BE ADMITTED.**

Yours faithfully,

Mrs N Palmer
Clerk to the Parish Council

To:

Councillor Philip Bignell
Councillor Mark Copp
Councillor Mrs Tiffany Cotterill
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor Ian Gordon

Councillor David Harries, BEM
Councillor Des Morris
Councillor Mrs Catherine Parry
Councillor Mrs Claire Slater
Councillor Mrs Jane Wood

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
2. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA
3. TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING
4. TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 17th MAY 2021
5. PARISH COUNCIL VACANCY CO-OPTION

There are currently 4 vacancies on the council. The Clerk has received an expression of interest from 5 members of the public, their forms have been circulated with the agenda. There is also a document outlining the co-option process.

6. REPORTS ON ISSUES PREVIOUSLY RAISED

7. PUBLIC QUESTION TIME

Up to ten minutes, or more at the chairman's discretion, to allow questions from electors. Three minutes maximum be allowed for each person, with the chairman having the discretion to extend this. The parish council cannot take immediate action in relation to any issues raised; but can agree for the matter to be included on the agenda for the next meeting.

8. UNITARY COUNCILLOR REPORT

9. PLANS FOR PARK HALL

Opportunity for councillors to ask questions to developer regarding potential plans for Park Hall.

10. PLANNING

Planning Applications are shown below:

1. WNS/2021/0357/FUL - 8 Maple Close Bugbrooke NN7 3RE - Single storey extension to side of dwelling.
2. WNS/2021/0450/MAF - Land South of The Wharf, Bugbrooke, Northamptonshire, NN7 3QB - Construction of 52 new dwellings with associated open spaces, roads and drainage infrastructure.
3. WNS/2021/0489/TCA - Dower House 52 High Street Bugbrooke NN7 3PG - T1 Ash : Reduce crown by 5 metres & install cable brace to prevent failure of co-dominant stems – For Information Only

11. GAYTON SOLAR PARK

The parish council has not yet been asked to comment but the clerk has been made aware of the Solar Park by the chairman and a map showing the area has been included with the agenda.

FINANCIAL MATTERS

12. A financial statement and reconciliation for the month ending 31st May had been circulated with the Agenda.

13. Approval of the use of BACS

A formal Resolution is required as detailed in the Financial Regulations that a Resolution be passed annually to allow the continuation of BACS payments.

14. Accounts for Payment Moneys must be paid out 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 attached to the agenda.

15. POLICE MATTERS

A report from the PCSO is attached to the agenda.

16. PARISH MATTERS

A Monthly Inspection Sheets

To be submitted to the clerk electronically where possible. To avoid any confusion Inspection Sheets are due from the following Councillors – Area 1 – Clare Slater, Area 2 – Ian Gordon, Area 3 – David Harries, Area 4 – Tiffany Cotterill, Area 5 – Mark Copp

B Hedges/Trees/Fences/Walls

Reports of overgrown vegetation can be made to the clerk at this point. Councillors are respectfully reminded that we do have a system in place where once it has been reported to Council, the leaflet should be posted through the door of the offending property by the councillor reporting it. Please advise if you have run out of leaflets.

- Height of Trees in Shady Lane
- Trees on Levitts Road
- Trees on Village Greens

C Footpaths

- Councillor Des Morris sent photos of overgrown path KD13, the clerk had reported this.
- Resident is concerned about safety of footpath KD6 at 3 The Ashes.

D Emergency Planning/Pathfinder II Project

Nothing to report until a representative is appointed.

E Street Lighting

A resident reported lamp PL91 in Homestead Drive. This has been reported for repair.

F Highways and Transport

Junction of Church Lane/West End has been checked by Highways.

The clerk reported the potholes under the railway bridge on the Litchborough Road, it has been confirmed that they meet the criteria and will be repaired within 2 months.

G Millennium Green

Councillor Harries to update.

H Patient Participation Group

No representative.

I Vehicle Activated Sign

Councillor Bignell to update if required.

J Speed Watch

Councillor Bignell to update how the scheme will be reinstated.

17. ALLOCATION OF COMMITTEE MEMBERS

The appointment of councillors to committees was deferred until the June Meeting. A list of Committees is attached to the agenda. It now includes the formation of a HR Committee as agreed at the May Meeting. There is also a folder that gives a brief description about what is involved in various roles as the clerk felt it might be useful.

18. LITTER PICKING IN BUGBROOKE

The clerk has been advised that due to covid West Northamptonshire Council are not loaning out equipment. Councillors to agree how to proceed.

19. HANGING BASKETS

The baskets went up on Thursday 27th of May, this had been delayed due to the weather.

20. PLAYGROUND INSPECTIONS

The annual inspections have taken place. The reports are attached to the agenda. Councillors to consider what action to take and when. The clerk would like to arrange playground inspection training due to new councillors joining the parish council and agree who will attend. We can also book inspections to take place automatically each year. The Play Inspection Company will hold the current price. The clerk would recommend that the council books the automatic inspections.

21. PLAYGROUND LEASE

The renewal of the lease for the playground at Bugbrooke Primary School has been received. A briefing note is attached to the agenda.

22. PICNIC BENCH & SEAT

The Parish Council has purchased a picnic bench and need to discuss its location and the relocation of the bench at the Community Centre Playground.

23. BEST VILLAGE AWARDS

ACRE are going to run the Awards next year, from February 2022. Councillors to agree if they are happy to continue with the entry.

24. BINDING OF MINUTES

Signed Minutes were last bound in 2016. Councillors may wish to discuss binding the last 4 years.

25. CLERK PENSION

There is a briefing note attached to the agenda.

26. COUNCILLORS PHOTOS

Photos are required for the parish council website.

27. DATE OF NEXT MEETING

Monday 12th July at 7.30pm in the small hall at Bugbrooke Community Centre.