

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### Monthly Meeting of the Full Council

Minutes of the Monthly Meeting of the Full Parish Council held on Monday 14th June 2021 at 7.30pm in Bugbrooke Community Centre.

#### PRESENT

Councillor Phil Bignell Chairman

Councillor David Harries, BEM

Councillor Mark Copp

Councillor Des Morris

Councillor Tiffany Cotterill

Councillor Catherine Parry

Councillor Brian Curtis

Councillor Clare Slater

Councillor John Curtis, BEM

Councillor Jane Wood

Councillor Ian Gordon

#### IN ATTENDANCE

19 Members of the Public

Nicola Palmer – Clerk

Mr Chay Adams – Park Hall owner

Adam Brown – Unitary Councillor

#### APOLOGIES & ABSENT

| Apologies were accepted from: | Reason: | Excluded from 6- month rule: |
|-------------------------------|---------|------------------------------|
| N/A                           |         |                              |
|                               |         |                              |
| Absent                        |         |                              |
|                               |         |                              |

#### PC/21/06/125 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

The clerk had not received any apologies in advance of the meeting.

#### PC/21/06/126 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

No interests were declared.

#### PC/21/06/127 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Having been completed the month before, there were no changes.

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### PC/21/06/128 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 17th MAY 2021

Draft minutes had been circulated to councillors prior to the meeting and any typos amended. The council approved the minutes, the chairman then initialled each page as a true record of the meeting.

**At this point the chairman asked to move up a few items on the agenda to ensure members of the public were not waiting longer than necessary to hear the items they were interested in. The full council agreed. A number of items were deferred until after item 9, including the co-option of new councillors and the Unitary Councillor Report with the agreement of the Deputy Leader of West Northamptonshire Council, Adam Brown.**

### PC/21/06/129 PUBLIC QUESTION TIME

Up to ten minutes, or more at the chairman's discretion, is allowed for questions from electors. More time was granted due to the planning application for 52 houses at land south of The Wharf.

Residents raised many points including the following concerns; the application has been refused before, yet the plans are not significantly different. The plans do not address flooding, aesthetics and the road calming measures appear inadequate to solve the traffic and visibility issues. Flooding was a major concern of all the residents with many reporting how close the brook has been to flooding in recent months, even with the drainage plans, they felt ultimately the water will end up in the brook. The number of vehicles was a great worry, along with the fact the number of cars would grow as families grow and children become young adults with vehicles.

### PC/21/06/130 REPORTS ON ISSUES PREVIOUSLY RAISED

None were received at this point as would be included in other items listed on the agenda.

### PC/21/06/131 PLANS FOR PARK HALL

Mr Chay Adams provided a summary of his ideas for the development at Park Hall. He talked about how he had received notice from New Creation Farm that as a tenant of Field Farm, that he would no longer be able to rent the field as the house and land was to be sold. After acquiring Park Hall, Mr Adams explained that he wants to restore the house to its former glory. Once restored, it will need constant maintenance and to fund this, he hopes to run it as a wedding venue in the summer months, bringing part-time jobs to the village. The planning consultant Mr Adams is working with has worked on Fawsley Hall and Lamport Hall as well as other similar properties. To fund the restoration, the consultant suggested building 14 units on the far side of the Park Hall. The plan is currently for 50% social housing and 7 larger family homes, sympathetically designed in arts and crafts style, taken from Park Hall and the surrounding West End properties.

Following the presentation Mr Adams answered questions and listened to concerns raised by members of the public. These included flooding and sewage concerns, the height of properties on the field and how overlooked properties in West End might be, parking in West End, visibility at entrance to the site, noise from the weddings and increased traffic. The chairman then thanked Mr Adams and his wife for attending the meeting and for their presentation ahead of any formal application.

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### PC/21/06/132 UNITARY COUNCILLOR REPORT

The chairman thanked Unitary Councillor Brown for moving his item on the agenda. Deputy Leader for West Northamptonshire and Unitary Councillor for the Bugbrooke ward Adam Brown, reported that he had previously met with residents in West End to discuss their concerns so was interested in the Park Hall presentation and in the planning items coming up later in the meeting. He informed the councillors that Bugbrooke St Michaels Football Club had received a £40k grant from the local FA. He informed councillors that next month would be the end of the first quarter as a Unitary Council and an opportunity to see how it was all going. The Gayton Road temporary traffic lights are ongoing and are set to stay for a while to come. The chairman expressed a desire that they become a permanent feature as a means of controlling traffic on the one bridge as it is only wide enough for one car even after the repairs.

### PC/21/06/133 PLANNING

Planning Applications are shown below:

**1. WNS/2021/0357/FUL - 8 Maple Close Bugbrooke NN7 3RE - Single storey extension to side of dwelling.** Councillors looked at the plans on screen and had no objections. Councillor John Curtis requested materials to match.

**2. WNS/2021/0450/MAF - Land South of The Wharf, Bugbrooke, Northamptonshire, NN7 3QB - Construction of 52.no new dwellings with associated open spaces, roads and drainage infrastructure.**

Councillors had looked in detail at the plans and had major concerns about the development. The parish council previously considered the application in December 2019 and again in January 2021. Councillors felt that none of the issues in the previous objections had been sufficiently addressed or resolved by the amended documents. Councillors discussed how the location of the proposed development will impact on the potential flood risk for the area. Councillor John Curtis asked if the clerk could contact the Environment Agency to arrange a meeting to discuss increasing flooding concerns in the village. Councillor Tiffany Cotterill expressed concerns that were echoed by all the councillors regarding the visibility at the proposed new junction onto the Litchborough Road. Councillors felt the proposed traffic calming arrangement did not appear as though it would be effective. There were also concerns around the number of vehicles that 52 houses will create, this is not considered in the submitted plans, which only have 8 visitor parking spaces in one location of the proposed development. The concern was for the future too, as families grow, 2 car households quickly become 4 car households and the problems with parking, access and traffic will increase as well as the strain on local services. Councillors also noted that new homes build now should be fit for the future and address environmental concerns. The properties will have gas boilers and there is no mention of vehicle charging points. Councillors felt drawings provided by the applicant were not suitable for an area of natural beauty adjacent to the canal conservation area, they felt some of the dwellings looked like converted industrial warehouses that have never existed in Bugbrooke.

**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**

Councillor had no comments.

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### PC/21/06/134 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.**

### PC/21/06/135 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 had been circulated with the agenda. 3 of those applicants were in attendance and the other 2 had sent apologies. The chairman asked each applicant in turn if they wanted to speak. 2 of them spoke to express their desire to be on the parish council. The chairman thanked them all and asked if they could step outside while the vote took place. The clerk asked the chairman to read a short statement from one of the applicants who was unable to attend the meeting. The chairman then asked if any councillor would like to propose and second the applicants: Applicant A – proposed by Councillor Wood and seconded by Councillor Slater, Applicant B – proposed by Councillor Bignell and seconded by Councillor Gordon, Applicant C – proposed by Councillor Copp and seconded by Councillor Harries, Applicant D – proposed by Councillor John Curtis and seconded by Councillor Brian Curtis, Applicant E – proposed by Councillor John Curtis and seconded by Councillor Morris.

Councillors were then handed a slip of paper reminding them of the corresponding names of the applicants.

The chairman asked for a vote by show of hands as per the Standing Orders. Councillors had a maximum of 4 votes. Each response was recorded by the clerk in a chart. Councillor A = 3 votes, Councillor B = 9 votes, Councillor C = 10 votes, Councillor D = 11 votes, Councillor E = 8 votes.

The unsuccessful applicant was thanked by the clerk on behalf of the parish council for their application and the new councillors were asked to join the meeting following the signing of the Acceptance of Office. The chairman welcomed the new councillors and welcomed any questions as the meeting progressed.

### PC/21/06/136 GAYTON SOLAR PARK

The parish council has not yet been asked to comment but chairman wanted to make councillors aware even though it was not yet a formal application.

### PC/21/06/137 FINANCIAL MATTERS

PC/21/06/138 A financial statement and reconciliation for the month ending 31st May had been circulated with the agenda.

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A financial statement for the month ending 31<sup>st</sup> May had been circulated with the agenda, and the figures were as follows: -

|                                 |  |                    |
|---------------------------------|--|--------------------|
| Current Account as at 30.4.21   |  | £40,513.46         |
| Current Account (Ring Fenced)   |  | £30,000.25         |
| CCLA Deposit Fund as at 30.4.21 |  | £40,000.00         |
| <b>Total available</b>          |  | <b>£110,513.71</b> |
| Less May Payments               |  | £4044.78           |
| Deposits (Interest)             |  | £1.09              |
| WNC Precept                     |  | £57,319.50         |
| <b>Total funds at 31.5.21</b>   |  | <b>£163,789.52</b> |

### PC/21/06/139 - 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.

#### PC/21/06/140 RESOLUTION

Bugbrooke Parish Council agree to allow the continuation of BACS payments.

Proposed = Councillor Phil Bignell

Seconded = Councillor David Harries

All in favour = Yes

PC/21/06/141 - Accounts for Payment Moneys must be paid out only in pursuance of statutory powers vested in the parish council. The powers which authorise the payments are shown below:

| <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> |
| 8.06.2021            | Southern Electric          | 70/66           | HA 1980                               | Street Lighting – May 2021            | £60.42        | £378.36      |
| 8.06.2021            | Website Builder            | 1455751-9035478 | LGA 1972 S111                         | Website Business Plan                 | £75.60        | £453.00      |
| 8.06.2021            | Onecom                     | 462173          | LGA 1972 s111                         | Parish Office Telephone and Broadband | £6.00         | £36.00       |
| <u>Transfers</u>     |                            |                 |                                       |                                       |               |              |
| <u>Date</u>          | <u>Payee</u>               |                 | <u>Statutory Power</u>                | <u>Description</u>                    | <u>V.A.T.</u> | <u>Total</u> |
| 8.06.2021            | Mrs R Harries              |                 | LGA 1972 S137                         | Flower Planters                       |               | £134.40      |
| 8.06.2021            | PW Warden Environmental    |                 | Highways Act 1980- S96                | May mowing of verges                  | £106.00       | £636.00      |
| 8.06.2021            | Barnett Landscapes Limited | 9115            | LGA 1972 S137                         | Planting up of 16 hanging baskets     | £60.00        | £360.00      |
| 8.06.2021            | Wave                       | 8896637         | Allotments and Smallholdings ACT 1923 | Water for Allotments                  |               | £93.18       |

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|            |                             |        |                            |                                                    |        |         |
|------------|-----------------------------|--------|----------------------------|----------------------------------------------------|--------|---------|
| 8.06.2021  | R&G                         | 117178 | Open Spaces Act 1906 S6    | Mowing of Playing and Cricket Field                | £79.29 | £475.77 |
| 8.06.2021  | DNH Contracts               | 1759   | Litter Act 1983 S5,6       | Emptying of dog and litter bins for May            | £84.00 | £504.00 |
| 8.06.2021  | The Play Inspection Company | 21507  | Open Spaces Act 1906 S9,10 | Annual Playground and Outdoor Gym/MUGA Inspections | £40.00 | £240.00 |
| 8.06.2021  | Mrs S Bramley-Brown         |        | LGA 1972 S112              | May Salary + holiday owed less tax                 |        | £727.75 |
| 8.06.2021  | HMRC                        |        | LGA 1972 S112              | PAYE Underpayment                                  |        | £209.52 |
| 8.06.2021  | HMRC                        |        | LGA 1972 S112              | May Tax and NI                                     |        | £212.62 |
| 8.06.2021  | Mrs N Palmer                |        | LGA 1972 S112              | May Salary                                         |        | £786.15 |
| 14.06.2021 | NCALC                       | 1290   | LGA 1972 S112              | Off to a Flying Start Course x 2                   |        | £88.00  |
| 14.06.2021 | Peter Wilkins               |        | LGA 1972 S112              | Replace Glass Brick at Butts Hill Bus Shelter      |        | £64.00  |

### PC/21/06/142 RESOLUTION

Bugbrooke Parish Council agree to pay the accounts above.

Proposed = Councillor Des Morris

Seconded = Councillor Mark Copp

All in favour = Yes

### PC/21/06/143 POLICE MATTERS

A report from the PCSO had been attached to the agenda. It was commented that the PCSO had been less visible in the village over the last month.

### PC/21/06/144 PARISH MATTERS

#### A Monthly Inspection Sheets

The clerk had received most of the inspection sheets and there was just one to follow.

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

A brief reminder of the process for reporting trees and hedges was given by the chairman. The items on the agenda were deferred until July but Councillor Morris asked for an update on the Chipsey Avenue conifers. The clerk advised she would chase and report back in July. Councillor Copp also reported that the bushes at Pilgrims Lane from the Rugby Club were overgrown. Councillor Harries agreed to inform the Community Centre.

#### C Footpaths

Councillor Des Morris had sent photos of overgrown path KD13, the clerk confirmed this had reported and was due to be cut back imminently.

A resident is concerned about safety of footpath KD6 at 3 The Ashes. Councillors did not see a way they could help with this matter.

#### 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.

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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 reported that there were wood chippings available to be taken away for use in gardens.

*H Patient Participation Group*

No representative.

*I Vehicle Activated Sign*

No update this month,

*J Speed Watch*

Councillor Bignell said the scheme would not run this year due to covid restrictions.

### PC/21/06/145 ALLOCATION OF COMMITTEE MEMBERS

Councillors went through the list of committees and volunteers were allocated to each one. A planning committee was set up to look at applications in more detail and report back to the council at meetings.

### PC/21/06/146 LITTER PICKING IN BUGBROOKE

The clerk has been advised that due to covid, West Northamptonshire Council are not loaning out equipment. Councillors to wait for an update.

### PC/21/06/147 HANGING BASKETS

The baskets went up on Thursday 27<sup>th</sup> of May, this had been delayed due to the weather. The chairman commented how nice they looked.

### PC/21/06/148 PLAYGROUND INSPECTIONS

The annual inspections had taken place and the reports had been attached to the agenda. Councillors agreed that the clerk should go ahead with minor repairs to the playground as necessary and to purchase a sign for the Primary School Playground. The clerk advised that the parish council can book inspections to take place automatically each year. The Play Inspection Company will hold the current pricing. The clerk recommended that the parish council signs up for the automatic inspections.

### PC/21/06/149 RESOLUTION

Bugbrooke Parish Council agree to book automatic annual inspections with The Play Inspection Company.

Proposed = Councillor Phil Bignell

Seconded = Councillor David Harries

All in favour = Yes

### PC/21/06/150 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.

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Bugbrooke Parish Council agree to proceed without taking independent legal advice. The clerk was to see if the lease differed to that signed before and ask the legal team representing West Northamptonshire Council to issue an engrossment lease for signature by the Parish Council.

### PC/21/06/151 PICNIC BENCH & SEAT

It was agreed that Councillor David Harries would ensure the location for the picnic bench and the seat were agreed with all parties that use the Community Centre Playing Fields. The clerk proposed she send a location map to Councillor Harries to document the chosen locations.

### PC/21/06/152 BEST VILLAGE AWARDS

ACRE are going to run the Awards next year, from February 2022. Councillors are to agree if they are happy to continue with the entry. Due to the length of the meeting this was deferred until July.

### PC/21/06/153 BINDING OF MINUTES

Councillor Harries explained how the bound minutes were stored at the Records Office as a public archive. The Signed Minutes were last bound in 2016. Councillors agreed that this should be done again.

### PC/21/06/154 RESOLUTION

Bugbrooke Parish Council agree to have the Signed Minutes from May 2016 – April 2020 bound.

Proposed = Councillor David Harries

Seconded = Councillor Phil Bignell

All in favour = Yes

### PC/21/06/155 CLERKS PENSION

There had been a briefing note attached to the agenda explaining that the parish council's payroll provider had highlighted that when an employee works more than 60 hours each month, they qualify for automatic pension enrolment. If the clerk would like to also contribute, the scheme proposed by the payroll provider would be selected and the costs detailed approved.

### PC/21/06/156 RESOLUTION

Bugbrooke Parish Council agree to enrol in the pension scheme and contribute monthly along with the clerk.

Proposed = Councillor Phil Bignell

Seconded = Councillor Tiffany Cotterill

All in favour = Yes

### PC/21/06/157 COUNCILLORS PHOTOS

Councillors were asked to ensure they had their photo taken before leaving so the clerk could update the website.

### PC/21/06/158 DATE OF NEXT MEETING

Monday 12<sup>th</sup> July at 7.30pm in the small hall at Bugbrooke Community Centre.

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There being no further business the chairman closed the meeting at 10.00pm.

\*End of Minutes\*

CHAIRMAN:.....

DATE:.....