

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
10th July 2023 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Tiff Cotterill (she/her)
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Ian Gordon
Councillor Colin Russell
Councillor Catherine Parry
Councillor Jane Wood (she/her)
Councillor Graham Skinner

IN ATTENDANCE

1 Member of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Clare Slater	Personal
Councillor Des Morris	Personal
Councillor Will Marriott	Personal
Absent	

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PC/23/07/142 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/23/07/143 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/23/07/144 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/23/07/145 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th JUNE 2023

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/23/07/146 PUBLIC PARTICIPATION

1 members of the public attended – they raised the question about the railway bridge out of the village and the temporary traffic lights. Councillor John Curtis raised the point that the whole bridge was now damaged not just one side as the heavy vehicles travel in the middle of the road. The clerk was requested to obtain an update on the work schedule.

PC/23/07/147 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown had sent an apology as he was required at another meeting. Councillor John Curtis had written to Councillor Brown; even through the report from Chris Heaton-Harris appeared to state that there was no further action planned to reduce noise pollution from the M1, there was a mention of planting. Councillor John Curtis had written to ask if the planting could include the stretch through the Nene Valley benefiting Bugbrooke and Kislingbury in the future. The clerk was requested to chase Councillor Brown for a response.

PC/23/07/148 REPORTS ON ISSUES PREVIOUSLY RAISED

Councillor John Curtis raised some concerns that the planning permission for the chapel has been put in by the trustees, but the congregation do not know what was being done or why. They are currently paying a rent. Councillor Harries had been unable to locate the registered charity number so there are some concerns being raised. The building is important to the village and as such it was felt the parish council should take an interest to understand if the trust had future plans. It was agreed that the clerk and Councillor Harries would write to the trustees to request a meeting or further information.

RESOLUTION – It was resolved that Councillor David Harries and the clerk would contact the trustees of Bugbrooke Chapel to ask for information regarding the planning application and their intentions for the future of Bugbrooke Chapel.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

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All in favour.

PC/23/07/149 PLANNING

8a. 2023/5513/FULL- Removal of existing windows in bedrooms 1 & 2 and insertion of patio doors with external juliet balconies, construction of external chimney breast & chimney and re-positioning of brick screen boundary wall - 75 Pilgrims Lane Bugbrooke Northamptonshire NN7 3PJ – **No**

Comments

8b. 2023/5762/FULL - Proposed single storey rear extension & two storey side extensions - 30 Oaklands Bugbrooke West Northamptonshire NN7 3QU – **No Comments**

8c. 2023/5787/FULL - Variation of planning application WNS/2022/1262/FUL (Proposed HQ Office & Research Building E(g) & Associated Parking Based on Lapsed Application S/1997/1003/P (RENEWAL) Amended design illustrated by amended drawings - Unusual Industries Ltd Pattishall Road Bugbrooke West Northamptonshire NN7 3QB - **No Comments**

POLICE MATTERS

PC/23/07/150 POLICE MATTERS - PCSO Report

Councillors had received and read the report.

PC/23/07/151 POLICE MATTERS - PCSO Renewal

Councillors had received a briefing note from the clerk requesting that Bugbrooke residents have the opportunity to comment on the sponsored PCSO scheme. The clerk felt that this could help identify priorities going forward if the scheme was to continue and the councillors would have a better idea of the residents' views. The clerk at Nether Heyford had confirmed they are happy with the PCSO and would like to continue on the same basis. Councillors agreed to send a survey to encourage feedback this would be done via social media and by making the questionnaire available in public spaces if approved and by asking if it could be distributed by LINK. The clerk would ask LINK but was given authority to progress the questionnaire and councillors would provide any further questions within the next week if they wanted to make suggestions.

FINANCIAL MATTERS

PC/23/07/152 A financial statement and reconciliation for the month ending 30th June had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Colin Russell

All in favour.

	Income	Receipts	Totals
Current Account as at 31.05.23			£108,785.14

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Current Account (Ring fenced)			£45,277.39
CCLA Deposit Fund as at 31.05.23			£50,000.00
Total Available			£204,062.53
Less June Payments		£24,600.02	
Less unrepresented payments			
Deposits (CCLA Interest)	£197.32		
Bugbrooke PCC Cheque - repaying Café Coronation Donation	£511.70		
Wendy Barton on behalf of Coronation Working Group	£77.50		
Deposit from Current Account to Ringfenced Account	£9,650.00		
Deposits (Ring Fenced Interest)	£47.96		
Bank Statement			£84,971.64
Total Funds at 30.06.23			£189,946.99

PC/23/07/153 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>
04.07.2023	Southern Electric		HA 1980	Street Lighting – June 2023	£79.46	£496.68
04.07.2023	Onecom	TBC	LGA 1972 s111	June Parish Office Telephone and Broadband	£6.00	£36.00
04.07.2023	ICO	846	LGA 1972 s111	GDPR/Data Protection Renewal Fee		£40.00
04.07.2023	NEST		LGA 1972 s112	June Pension Contribution		£139.74
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
04.07.2023	DNH Contracts	2365	Litter Act 1983 S5,6	Emptying of dog and litter bins for June	£88.20	£529.20
04.07.2023	HMRC		LGA 1972 S112	June Tax and NI		£474.25

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04.07.2023	Mrs N Palmer		LGA 1972 S112	June Salary and Backpay for April		£1547.18
04.07.2023	BSACC		LGA 1972 s111	Office Rental, Hall Hire for July		£207.50
04.07.2023	R&G	119890	Open Spaces Act 1906	Gang Mow of Playing fields	£115.40	£692.40
04.07.2023	PW.Warden Environmental Services	7070	Open Spaces Act 1906	Village Grass Cutting	£116.40	£698.40
04.07.2023	KAY IQBAL	1631	LGA 1953 s4	Bus Shelter Cleaning		£100.00
04.07.2023	Peter Wilkins		LGA 1953 s4	Butts Hill Bus Shelter – Brick Removal		£115.00
04.07.2023	Barnett Landscape Limited	10076	Open Spaces Act 1906	Hanging Baskets	£73.33	£440.00
10.07.2023	Path Finder		Open Spaces Act 1906	Legal Services to register lease of the play area at the school.	£4.83	£28.98
10.07.2023	Turtle Engineering Company	15838	GPoC	3 x Bleed Control Kits	£51.00	£306.00
04.07.2023	Bank Charges		LGA 1972 s111	June charges		£12.25
Ratification						
04.07.2023	Website Builder		LGA 1972, s112	Renewal of the parish website		£574.56

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

Proposed – Councillor Tiff Cotterill

Seconded – Councillor Catherine Parry

All in favour.

PC/23/07/154 First Quarter Budget Report

The clerk had attached a report to the agenda, the quarter had been dominated by the Coronation Event with all other spend within the expected ranges.

RESOLUTION – It was resolved that councillors had seen and understood the finances for the first quarter of 2023 and that the report be accepted as a true record of the accounts.

Proposed – Councillor Brian Curtis

Seconded – Councillor Colin Russell

All in favour.

RESOLUTION – It was resolved that the clerk reallocate a total of £5,000 to the ‘grants budget heading’ that is available within the current budget under another heading due to savings made during the Coronation Event, this will enable the council to issue grants under the newly adopted Grants Policy.

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Proposed – Councillor David Harries

Seconded – Councillor Tiff Cotterill

All in favour.

PC/23/07/155 CHARITY MEADOW

Correspondence with The Wildlife Trust confirms they also have no record of a 1999 lease so have concluded we are still working off the 1994 lease and it would therefore be best to agree a new extended lease with the parish council. The trust can ask the solicitors to prepare a new lease based on the old one. The parish council need to confirm they are happy to do this as there is likely to be a cost for the council to instruct a solicitor to approve it. During the investigations the clerk has discovered that the land has never been registered. If the council are instructing a solicitor, it would be wise to ask for their assistance in registering the land. Without clear proof of ownership, the council will require the help of a solicitor.

RESOLUTION – It was resolved that Bugbrooke Parish Council would approve an extended lease of 99 years for the Charity Meadow to the Wildlife Trust and employ a solicitor as required to ensure that transfer of land from the Bugbrooke Charities to Bugbrooke Parish Council.

Proposed – Councillor David Harries

Seconded – Councillor Mark Copp

All in favour.

PC/23/07/156 PLAYGROUND

The clerk had contacted 6 companies and received quotes from 3 regarding the updates required for the playgrounds. The clerk took councillors through the options and the costs. However, due to the number of elements the council agreed to delegate the decisions to a group of councillors, Tiff Cotterill, Paul Henson, Phil Bignell and Mark Copp will meet with the clerk to go through all the options and the clerk will present back final costs at the August meeting.

RESOLUTION – It was resolved that Bugbrooke Parish Council would appoint the following councillors to Tiff Cotterill, Paul Henson, Phil Bignell and Mark Copp work with the clerk to decide on the most cost-effective solutions to improve the playgrounds.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All in favour.

PC/23/07/157 PLAYGROUND LEASE

The completed land registry documents for the lease at the primary school playground has been received and this was now complete.

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PC/23/07/158 PLAYGROUND INSPECTION REPEAT ORDER

The clerk informed the councillors there was a small increase in the cost of the inspections of £22. The clerk would like to sign the repeat order for the playground inspections so that the annual inspections happen automatically in June next year. The total cost excluding VAT is £222.00.

RESOLUTION – It was resolved that Bugbrooke Parish Council would sign the repeat order for the playground for 2024.

Proposed – Councillor Graham Skinner

Seconded – Councillor David Harries

All in favour.

PC/23/07/159 COMMUNITY LED HOUSING

Councillor Jane Wood had attended an event and gave an update, it was run by East Midland Community Led Housing. Focusing on when communities get together to fund retrofit or new developments. Although the event was interesting it was not currently relevant to Bugbrooke.

PC/23/07/160 SPEED WATCH

Councillor Bignell and Councillor Russell provided an update confirming they had completed 12 sessions in June. They caught 119 offenders, averaging 10 offenders per session. The number of vehicles speeding on Butts Hill and Church Lane has gone up vs last year. Councillor Bignell has requested the police speed van come to Bugbrooke to help slow the traffic as fines would be issued. Speed Watch online generates warning letters.

PC/23/07/161 CARBON LITERACY TRAINING

Councillor Slater had prepared a briefing note regarding Carbon Literacy Training. Councillor Jane Wood summarised what this would entail and at least 6 councillors were interested in attending the session. The next steps will be to agree a date and a venue.

RESOLUTION – It was resolved that Bugbrooke Parish Council would like to progress the training on the basis that at least 6 will attend.

Proposed – Councillor Jane Wood

Seconded – Councillor Tiff Cotterill

All in favour.

PC/23/07/162 COUNCILLOR ROTA

The clerk had provided new electronic forms for councillors to use.

PC/23/07/163 VEHICLE ACCESS TO MILLENNIUM GREEN

Councillor John Curtis requested that this item be added to the agenda as access has been impossible to get to the Millenium Green. Clerk was requested to contact Highways.

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PC/23/07/164 POPPY WREATH

RESOLUTION – It was resolved that Bugbrooke Parish Council would purchase a Poppy Wreath online donating £50.

Proposed – Councillor Mark Copp

Seconded – Councillor David Harries

All in favour.

PC/23/07/165 PARISH MATTERS

A Monthly Inspection Sheets

The clerk had received sheets from Area 3 and Area 5. The rest were to follow later in the week.

B Hedges/Trees/Fences/Walls – The clerk had issued a notice on social media to ask residents to look for over hanging vegetation and had requested Ash Grove and Shady Lane be cut back.

C Footpaths – West End to Millennium Green was reported as the weeds need to be cleared.

D Street Lighting – None

E Highways and Transport – Corn Hill Road & Litchborough Road Surfacing is breaking up. The clerk will report on Street Doctor. Long grass was reported on the verges of the A5 making visibility difficult, but the clerk confirmed it had been cut earlier in the day.

F BSACCA – Working on a plan of maintenance for the building. Still not got a permanent Chair so if anyone is interested they would be welcome.

G Millennium Green – Nothing to report.

H Environmental Group – They had a stall at the fete on Saturday and they spoke to lots of people. The 20mph advisory signs are progressing. There will be 6 signs, that will be moved about, they are waiting on the signs and need to agree locations in conjunction with Highways.

I Defib – It has been checked as usual this month.

J Patient Participation Group – No meeting had been held.

PC/23/07/166 ITEMS FOR CONSIDERATION FOR SEPTEMBERS AGENDA

None.

PC/22/07/167 DATE OF NEXT MEETING

The August Meeting of the Parish Council will be on Monday 14th August 7.30pm at Bugbrooke Community Centre. It will be only urgent matters if necessary and Finance and Planning.

There being no further business the chairman closed the meeting at 8.58 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....