

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 8th July 2024 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Brian Curtis
Councillor Paul Henson
Councillor David Harries, BEM
Councillor Des Morris
Councillor Will Marriott

Councillor Ian Gordon
Councillor Colin Russell
Councillor Graham Skinner
Councillor Jane Wood (she/her)
Councillor Clare Slater (she/her)

IN ATTENDANCE

7 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Mark Copp	Personal
Councillor Catherine Parry	Personal
Councillor John Curtis, BEM	Personal
Absent	

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PC/24/07/151 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/24/07/152 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/24/07/153 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/24/07/154 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 10th JUNE 2024

The minutes had been circulated in advance of the meeting and the chairman asked the parish councillors if they were happy that they be signed as a true account. **All were in favour.**

PC/24/07/155 PUBLIC PARTICIPATION

There was seven members of the public present due to a letter from the PCSO to advise residents to stop driving on the footpath to access their properties. The chairman moved Spencer Close up the agenda to allow councillors and the residents to discuss the issue in depth. Residents had received a letter from the PCSO informing them that they must stop driving their vehicles over the footpath to access their properties. The residents are extremely concerned, worried and anxious about this situation and the problems it presents. They have had service appointments cancelled, they cannot receive deliveries, they have nowhere to park and are essentially cut off. They have approached Grand Union Housing, but the issue is not being resolved. They feel vulnerable and believe there is a duty of care to ensure their homes can be accessed by emergency services and the owners by vehicle. It was explained that the parish council do not have the powers to resolve these issues; but can support residents by also contacting Grand Union, Highways, Bugbrooke Ward representatives and the local MP. The parish council will also investigate if another streetlight can be installed.

PC/24/07/156 UNITARY COUNCILLOR REPORT

Unitary Leader Adam Brown has not sent a report.

PC/24/07/157 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk's update was to be provided at relevant points throughout the agenda.

POLICE MATTERS

PC/24/07/158 PCSO REPORT

A report from the PCSO was circulated before the meeting and was discussed.

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PC/24/07/159 PLANNING

9a & 9b. 2024/2658/FULL & 2024/2659/LBC - Park Hall Church Lane Bugbrooke NN7 3FD - Renovation of service range to provide ancillary accommodation, in the form of annexes, to the main house – **No Comment**

9c & 9d. 2024/3213/FULL & 2024/3181/LBC - Park Hall Church Lane Bugbrooke NN7 3FD - Alterations to existing Coach House, including installation of garage doors and replacement of windows and lintels – **No Comment**

9e. 2024/3169/S73 - 37 West End Bugbrooke NN7 3PF - Proposal Variation of condition 2 [approved plans] to application 2023/6894/FULL [First floor part Two storey side extension, single storey rear extension]. Amendment – **No Comment**

FINANCIAL MATTERS

PC/24/07/160 A financial statement and reconciliation for the month ending 30th June has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Will Marriott

Seconded – Councillor Ian Gordon

All in favour.

	Income	Receipts	Totals
Current Account as at 31.05.24			£88,056.92
Current Account (Ring fenced)			£55,705.40
CCLA Deposit Fund as at 31.05.24			£50,000.00
Total Available			£193,762.32
Less June Payments		£6,866.83	
Less unrepresented payments			
Deposits (CCLA Interest)	£221.32		
other	£0.00		
VAT Reclaim	£0.00		
Deposits (Ring Fenced Interest)	£61.96		
Bank Statement			£81,411.41
Total Funds at 30.06.24			£187,178.77

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PC/24/07/161 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.

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

Proposed – Councillor David Harries

Seconded – Councillor Graham Skinner

All in favour.

Direct Debits						
Date	Payee	Invoice	Statutory Power	Description	V.A.T	Total
02.07.2024	Southern Electric	IV009137 66	HA 1980	Street Lighting – June 2024	£22.78	£399.83
16.07.2024	ICO	ZA064686	LGA 1972 S111	Data Protection Fee		£40.00
30.07.2024	Dropbox	TBC	LGA 1972 S111	Dropbox renewal		£95.88
02.07.2024	Onecom	TBC	LGA 1972 s111	June Parish Office Telephone and Broadband	£3.35	£39.00
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
02.07.2024	DNH Contracts	2654	Litter Act 1983 S5,6	Emptying of dog and litter bins for June	£88.20	£529.20
02.07.2024	BSACCA	5425	LGA 1972 s111	Parish Office Rent and Room Hire for July		£190.00
02.07.2024	R&G	120769	Open Spaces	Triple Mowing	£110.80	£664.80
02.07.2024	JW Tree Specialist		Open Spaces Act 1906	Shady Lane Work		£200.00
02.07.2024	HMRC		LGA 1972 S112	June Tax and NI		£407.98
02.07.2024	Mrs N Palmer		LGA 1972 S112	June Salary		£1629.70
02.07.2024	Mrs N Palmer		LGA 1972 s111	Expenses – stationery – A4 paper & Extension Lead		£39.98
02.07.2024	Northamptonshire Pension Fund	42130002 2464	LGA 1972 S112	LGPS contribution		£599.05
02.07.2024	P.Warden	7127	Open Spaces Act 1906	Grass Cutting	£116.40	£698.40
02.07.2024	Kay Iqbal	1705	LGA 1953 s.4	Bus Shelter – Cleaning		£119.00
02.07.2024	Jane Wood		LGA 1972 s133/s144	Community Living Room at Jubilee House Hire		£180.00
02.07.2024	Peter Wilkins		Open Spaces Act 1906	Move and place rubbish bin at primary school		£30.00
02.07.2024	Burleys	14015657	Open Spaces 1906 s15	Village Planters	£355.00	£2130.00

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02.07.2024	Bank Charges		LGA 1972 s111	June Bank Charges		£TBC
Ratification						
02.07.2024	Land Registry		LGA 1972 s111			£6.00

PC/24/07/162 TO ADOPT THE NEW FINANCIAL REGULATIONS

The following policy documents had been circulated with the agenda for review by councillors.

RESOLUTION – It was resolved that the Financial Regulations be adopted by Bugbrooke Parish Council.

Proposed – Councillor Graham Skinner

Seconded – Councillor Colin Russell

All in favour.

PC/24/07/163 VEHICLE ACTIVATED SIGN

A briefing note had been attached to the agenda to update councillors that the parish council had been lucky to receive a grant for Northants Police Roads Safer scheme. The clerk explained that the signed Section 50 had been received.

RESOLUTION – It was resolved that Bugbrooke Parish Council gratefully accept the grant for half the cost of the VAS and agree to pay the remaining cost even through there is not an allocated budget for this expenditure this year.

Proposed – Councillor Graham Skinner

Seconded – Councillor David Harries

All in favour.

PC/24/07/164 SPENCER WAY

This item had been discussed at the start of the meeting.

PC/24/07/165 PLANTERS

Councillors stated they had received positive feedback on the planters but it was raised that a few of them are not on flat ground. It was discussed that if councillors agree to continue with planters again next year, perhaps an area could be levelled, and a hard base put down to allow the planters to be more stable.

PC/24/07/166 NATURE RECOVERY STRATEGY

The 4 identified areas are supposed to be mowed sharply around the edges and the grass in the middle is left to grow, with wildflowers and other interesting aspects starting to grow as well but they still look maintained due to the clearly mowed edges. The clerk was asked to check that the supplier is still mowing the edges as they are looking slightly untidy.

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PC/24/06/167 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls - Councillor Curtis had reported a property on the High Street.

C Footpaths – Footpath at Five Bells is overgrown, and this has been acknowledged by Highways and will be cut within 26 weeks as well as Ace Lane.

D Street Lighting – Spencer Close - needs to be evaluated for an additional light.

E Highways and Transport –

F BSACCA- The portrait of the King will be hung in the Community Centre and the chairman had volunteers to do that.

F Millennium Green – Councillors would like to move the bin from the churchyard to the benches in the middle of the Millennium Green.

G Environmental Group – The litter pick on Sunday 7th July was successful and there seemed to be a little less litter and the village was tidier.

H Defib – This has been checked by Will Marriott. It was suggested there should maybe be a defib more centrally in the village and the phone box was suggested. The clerk was asked to investigate if BT want to decommission the box.

I Patient Participation Group- Nothing to report.

J Speed Watch – In 9 visits have caught 115 people speeding max speed 43.

PC/24/07/168 ITEMS FOR CONSIDERATION ON THE AUGUST AGENDA

- Finance and planning only

PC/24/06/149 DATE OF NEXT MEETING

Monday 12th August 2024 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 8.51.pm.

End of Minutes

CHAIRMAN:.....

DATE:.....