

July 13, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

July 13, 2020

Monthly Meeting of the Full Council

held on Monday 13th July 2020 at 7.30 p.m. This meeting was held in accordance with The Local Authorities (Coronavirus) (Flexibility for Local Authority Meetings) (England) Regulations 2020. Due to the restrictions on social distancing the meeting was held remotely.

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Monthly Meeting of the Full Council

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In Attendance

Councillor Mrs. Linda Pope, Chairman
Councillor Phil Bignell
Councillor Brian Curtis
Councillor Mrs. Teresa Garlick
Councillor Ian Gordon
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Alan Kent
Councillor Ms Sarah Munday
Councillor Catherine Parry
Councillor Des Morris
Councillor Ken Gardener (by phone)
Councillor Terry Ward (By Phone)

Mrs S Bramley-Brown, Parish Clerk
Mrs N Palmer – Deputy Clerk
County Councillor Adam Brown

Absent

Councillor John Curtis, BEM

PC/20/7/101 Apologies for absence

Councillor Morris had hoped to join the meeting, but had offered his apologies in case he was unable to connect to the meeting.

PC/20/7/102 Declarations of Interest

There were no Declarations of Interest.

PC/20/7/103 To sign and approve the minutes of the meeting held on 8th June 2020

The minutes of the meeting held on 20th April were approved, signed and initialled by the Chairman.

PC/20/7/104 Public question time

County Councillor Adam Brown joined the meeting and advised that there had been a short meeting of the new shadow cabinet and the move to unitary authorities was on track for 1st April. A Group had been set up to see what lessons could be learned from the way that the

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pandemic hand been handled locally, and efforts were to be made to try and keep rough sleepers off the streets.

PC/20/7/105 Planning

The Clerk had circulated details of one planning application which was for information only, which related to works to trees in a Conservation Area at The Grange, 38 High Street. A second application had been received after the circulation of the agenda but had been forwarded to all Councillors. It was agreed to consider the application to avoid any delay. The application was to rebuild defective brickwork to end section of outbuilding and add new slate roof to replace lean-to. Strip and re-slate roof. New oak framed glazed canopy to front elevation. Alter two existing openings to front elevation. Internal repairs and alterations to modernise existing annexe. Location Bugbrooke Downes House Gayton Road Bugbrooke. The Clerk confirmed that externally there would be little visible change. Councillors approved the application without comment.

The Clerk had notified Councillors that an appeal had been lodged against the refusal of planning permission for the conversion of brick built agricultural buildings and rebuild elements to form two residential dwellings at Bugbrooke Barns, Kislingbury Road. Objections had previously been submitted to SNC which will be passed to the Inspectorate.

PC/20/7/106 Financial Matters

- a. A Month End Bank Reconciliation financial statement for the month ended 31st June 2020 had been circulated with the Agenda, and the figures were as follows:

Cash in Hand as at 01/06/2020	92,157.36
ADD	
Receipts 01/06/2020 – 30/06/2020	11.47
SUBTRACT	
Payments 01.06.2020 – 30.06.2020	25,861.43
CASH IN HAND	66,307.40
Plus (CCLA Account)	40,000.00

RESOLUTION - It was proposed by Councillor Harries and seconded by Councillor Ms Munday that the Bank Reconciliation for the month ended 30/06/2020 should be approved. – agreed unanimously.

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PC/20/7/107 Accounts for payments

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council.
The final column on the right details the powers which authorise the payments below:

To whom	Service rendered	Amount (£)	Vat (£)	Power used for payment
Direct Debits				
Southern Electric	June Street Lighting	£401.01	£64.07	Highways Act 1980
Information Commissioner	Annual Data Protection renewal fee	£ 40.00		LGA 1972 S112
Internet Bank	Transfers			
H.M.R.C.	Ratification of payment made in May - Clerk PAYE - June	£147.60		HMRC Requirement
Parish Clerk	June Salary + Overtime	£1,161.77		Local Govmt Act 1972
Deputy Clerk	June Salary	£490.79		Local Govmt Act 1972
JW Tree Specialist	Hedge cutting at Community Centre play area	£200.00		Open Spaces Act 1906
JW Tree Specialist	Cutting back vegetation and removing dead blackthorn and fallen elm – KD25	£220.00		Open Spaces Act 1906
DNH Contracts	June Dog and Litter Bins	£514.80	£85.80	Litter Act 1983
Glasdon	Replacement bin for Community centre playing fields	£472.72	£78.78	Litter Act 1983
P W Warden Environmental	June Mowing of grass verges	£636.00	£106.00	Highways Act 1980
Proludic	Provision and installation of outdoor gym equipment and additional play facilities. NOTTO BE PAID UNTIL SNAGGIN SIGNED OFF	£48,600	£8,100	Open Spaces Act 1906
Onecom	June Parish Office Phone and Broadband	£36.00	£6.00	Local Govmt Act 1972
Boyson Construction	Ratification of payment made in July – Interim payment in respect of refurbishment works at community centre	£24,000	£4,000	GPoC
Ellis Tree Services	Ratification of payment made in July for tree works at Smitherway	£680.00		GPoC
R.P.M. Ltd	Ratification of payment made in July – payment for groundworks and installation of fencing and gates	£5,844	£974	Open Spaces Act 1906
R.P.M.	Ratification of payment made in July – removal of old swing, installation of new swing and litter bin.	£960.00	£160	Open Spaces Act 1906

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Proludic	Ratification of Payment made in July – provision of metal swing and frame.	1,432.80	£238	Open Spaces Act 1906
Police and Crime Commissioner	Ratification of payment made in June for 1 st half year sponsored PCSO – 2/3 of total	£13,433.33	£2.40	GPoC

	RESOLUTION It was proposed by Councillor Harries and seconded by Councillor Ms Munday that these invoices were paid. Agreed unanimously.
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PC/20/7/108 Police Report

There was no police report this month. The metal flower planter had been stolen from Heyford Road. The Clerk was requested to report the matter to the Police, however she advised Councillors that the Council would be unable to claim against the insurance because the cost of replacement would be below the excess.

PC/20/7/109 Parish Matters

- A. Monthly Inspection Sheets. The Clerk had circulated a briefing note following a full revision of the areas. New forms and maps of each area had been provided, together with a list of Councillors allocated to each area. The forms are available as a word document, and where possible they should be filled in online and returned to the Clerk for retention.
- B. Hedges and Trees.
Councillor Kent reported that the overgrown vegetation at 11 and 23 High Street had been cut back. Councillor Henson had reported that the jitty between Ash Grove and High Street was becoming overgrown. All the trees in the primary school grounds adjacent to the footpath are in urgent need of crown lifting as it was becoming increasingly difficult to walk beneath them. The school had been contacted both in relation to these and to the large tree which had damaged the street light.
- C. Footpaths. The Clerk had nothing to report. It was reported that once again Smith's Lane was badly overgrown. A Lilac tree was coming from the hedge at The Firs on Litchborough Road. The gate onto KD11 at the top of Pilgrim's Lane, one of the posts had rotted. The Clerk was requested to contact Ground Solutions to request its urgent repair.
- D. Streetlighting. The Clerk reported that on 2nd July the two street lights along the High Street and the one on the path adjacent to the Primary School, had finally been repaired. The school had been notified that the damage to the light had been caused by their tree and when the invoice is received it will be passed to them for payment.
- E. Emergency Planning/Pathfinder II. Councillor Ms Munday reported that she was still trying to source a contractor for the works.

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- F. Highways and Transport. The Clerk had nothing to report.
- G. Patient Participation Group. Councillor Mrs Garlick had nothing to report.
- H. Millennium Green. The Clerk had nothing to report.

PC/20/7/110 Repairs to Bus Shelter

The Clerk confirmed that the works had commenced and as far as she was aware had been completed.

PC/20/7/111 Installation of outdoor gym equipment and additional facilities.

The Clerk had circulated a briefing note following the completion of the installations and the re-opening of the play areas on 4th July. The total cost of the project was £64,513.91, of which £10,791.32 was VAT which could be reclaimed. The total amount of the grant awarded was £53,160.75, which left a balance to be met by the parish council of £561.84. The majority of the invoices had been paid, the only outstanding item was the invoice for the equipment and installation (£48,100) which would be settle once the snagging items had been signed off. The Clerk had submitted a claim to SNC for £13,160.59 and once this was received, the final invoices would be paid and reclaimed. The Clerk commended the Deputy Clerk for all her hard work on the project, her enthusiasm and dogged devotion to it had ensured the ultimate completion of the provision of a great new facility for the village.

PC/20/7/112 Refurbishment of the Community Centre

The extensive works of refurbishment had commenced in June and were now nearly complete. The storage room off the small hall had been transformed into a new meeting room with kitchen facility, the toilets at the rear of the building had all been stripped out and replaced, the "green room" had also been transformed, new electrical works and everywhere had been painted and cleaned. An interim payment had been made a claim submitted to SNC against the grant funding.

PC/20/7/113 Delay in Payment of Grant Funding from South Northants Council

In accordance with the provisions of the formal notifications of grant funding received from SNC in February, The Clerk had submitted a claim in respect of each of the two funding streams on 6th July. A significant amount of the work had already been paid for, but we needed to have the reclaims paid in order to be able to pay the remaining bills. There was emergency funding available, but that would leave the Parish Council in a somewhat precarious position. On 13th July, prior to the meeting the Clerk received an email from SNC to advise that they were unable to pay the claims at the present time, due to the ongoing issue of their apparent inability to

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register a land charge. They had obtained independent legal advice, but some elements of that advice required further clarification and they needed to gain clarity of the situation prior to processing any payments. The Clerk had spoken at length to the grants officer. They had been aware of this problem for sometime (April) but had still not resolved it. The Parish Council had acted in good faith in relying on the two formal offer letters that we had received in February. At no time had SNC given any indication that claims for payment would not be met or delayed. They had placed the Parish Council in an invidious position as we were now unable to pay the remained of the contractors invoices. The Clerk had asked how many other Parish Councils were in exactly the same situation but had been informed that this information was not available. Councillors were dismayed by this turn of events and both the District Councillors were asked to contact SNC as a matter of urgency to seek a swift resolution. It was agreed that once all the grant funding has been paid, the Parish Council would send a very strongly worded letter to the council.

PC/20/7/114 Vehicle Activated Sign

With the completion of the two large projects at the Community Centre, The Clerk and Deputy Clerk would recommence the process of obtaining detailed quotations.

PC/20/7/115 Deferred Grant Application from FOBS

Councillors were reminded that FOBS had submitted a grant application in December 2019 for an outdoor sound system. The application had been deferred as there was insufficient information. FOBS had now provided the extra details required and confirmed that they were requesting £260 to purchase the equipment.

RESOLUTION - It was proposed by Councillor Kent and seconded by Councillor Mrs Parry that Friends of Bugbrooke School should be give the sum of £260 for the purchase of outdoor sound equipment, but with the proviso that it should be available for other village organisations to use if required. Approved unanimously.

PC/20/7/116 Parish Council Vacancy

Clerk had advised Councillors of the resignation of Councillor John Bignell. John had been a very valued member of the Parish Council for over 20 years and will be greatly missed. The Clerk had given notice to SNC and the appropriate notice had been placed on noticeboards. If there was no request for an election, the Parish Council would be able to fill the vacancy by co-option at the August meeting.

PC/20/7/117 Biodiversity Policy

S40 of the Natural Environment and Rural Communities Act 2006 requires that "*a public authority must, in exercising its functions, have regard, so far as is consistent with the proper*

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exercise of those functions, to the purpose of conserving biodiversity” A draft Biodiversity Policy had been circulated with the Agenda. Councillors agreed that the Parish Council should have such a policy and resolved to approve the draft.

PC/20/7/118 Date of Next Meeting

Monday 10th August 2020 at 7.30. p.m.

There being no further business the Chairman closed the meeting at 20.33 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....