

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 12th July 2021 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Phil Bignell - **Chairman**

Councillor Paul Henson

Councillor Mark Copp

Councillor William Marriott

Councillor Tiffany Cotterill (she/her)

Councillor Catherine Parry

Councillor Brian Curtis

Councillor Clare Slater (she/her)

Councillor John Curtis, BEM

Councillor Colin Russell

Councillor Ian Gordon

Councillor Jane Wood (she/her)

Councillor David Harries, BEM

IN ATTENDANCE

5 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Des Morris	Personal	Yes
Councillor Scott Millar	Personal	Yes
Absent		

PC/21/07/159 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Des Morris and Scott Millar in advance of the meeting and were excluded from the 6-month rule.

PC/21/07/160 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor John Curtis declared an interest in the item relating to the resident wishing to obtain a footpath diversion.

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PC/21/161 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/21/07/162 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 14th JUNE 2021

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

PC/21/07/163 REPORTS ON ISSUES PREVIOUSLY RAISED

1. The clerk updated on points from the previous meeting. Shaw and Son were the supplier used for the last set of minutes that were bound. The cost is £133 + VAT and the finish will match the previous set. Dark Green Book Cloth and printed on the Front and sides Bugbrooke Parish Council May 2016 – May 2021. The councillors agreed to proceed and to have 5 years bound as it tied in with the election.

PC/21/07/163 - Resolution – It was proposed that the Bugbrooke Parish Council minutes be bound for the last 5 years from May 2016 – May 2021.

Proposed – Councillor David Harries

Seconded – Councillor John Curtis

All in favour.

2. The clerk had contacted the Environment Agency with regards to the brook and their response was read out. Councillor John Curtis offered to try to arrange a site visit as he is the flood warden.

3. Councillor Harries and Councillor Brian Curtis had visited the Community Centre and a new location for the bench had been selected. The clerk confirmed it would be moved in the next few weeks. The picnic bench is fairly light-weight and councillors discussed their concern that it would not last long on the playing fields. It was felt it could be made better use of at the pre-school. Councillor Cotterill was asked to speak to the pre-school to see if it would be a benefit to them.

4. The clerk told the council that the hedge on the footpath between Ash Grove and the High Street had been reported and West Northants Council had inspected it and it was now scheduled to be cut by West Northants in the coming weeks.

5. Contractors are inspecting and quoting to cut back/lift the trees on the village greens, shady lane and checking the location near the doctors. Once quotes and comments have been received, the clerk will report back.

6. The village sign outside Unusual Rigging had been reported to West Northants Council as well as the bin on the high street, the clerk is awaiting a full reply regarding both.

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PC/21/07/164 PUBLIC QUESTION TIME

The clerk was asked by a member of the public if she knew what was happening with the apple trees at Park Hall. The clerk confirmed said she would chase Mr Adams as she had not yet had a response to her email.

A concern was raised about the speed of vehicles in West End. It was agreed the clerk would write to Highways again to see if they would reconsider making the whole road a 20mph zone.

A resident also raised some concerns about how a planning application would affect her property but had not had any response from the planning department at West Northants. The chairman agreed to try to help her get in touch with the correct person.

PC/21/07/165 UNITARY COUNCILLOR REPORT

Unitary Councillor Adam Brown was unable to attend the meeting but had submitted a report in advance that was read out to the council.

PC/21/07/166 PLANNING

Planning Applications are shown below:

1. WNS/2021/0674/FUL- 8 Beech Close Bugbrooke NN7 3RB - Proposed two storey extension to side and rear together with new porch.

Councillors looked at the plans on screen and commented that the extension will result in the loss of parking space in an already busy area. Materials should match existing property.

2. WNS/2021/0873/FUL - 1 Georges Avenue, Bugbrooke, Northamptonshire, NN7 3PW - Proposed extensions and alterations to side and rear.

Councillors commented that they had concerns regarding the proximity of the extension to number 3 Georges Avenue as appears to be boundary to boundary. They requested that the guttering be looked at. Materials should be sympathetic to the existing street scene.

3. WNS/2021/0894/MAR - Phase 1a Norwood Farm Sandy Lane Harpole - Reserved Matters submission relating to phase 1a pursuant to hybrid planning permission S/2016/1324/EIA. RM for phase 1a comprising 439 new homes with associated infrastructure, open space and Local centre, with 15% affordable housing.

Councillors conceded that at this stage there was little they could say to affect the plans, but they did want to comment regarding the lack of a Secondary School. This is a great concern to the parish council. Councillors agreed they would like to see a Secondary School added to the plans.

4. WNS/2021/0848/FUL - Bugbrooke Mills Mill Lane, Bugbrooke, Northamptonshire, NN7 3QH - Extension to an existing covered (weather protected) loading area.

The councillors did not have any objections, if an extension to a loading area to protect from the weather is needed, it should be allowed, and they could not see it having any effect on the village.

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FINANCIAL MATTERS

PC/21/07/167 A financial statement and reconciliation for the month ending 30th June had been circulated with the Agenda.

A financial statement for the month ending 30th June had been circulated with the agenda, and the figures were as follows: -		
Current Account as at 31.5.21		£93,789.27
Current Account (Ring Fenced)		£30,000.25
CCLA Deposit Fund as at 30.5.21		£40,000.00
Total available		£163,789.52
Less June Payments		£5399.35
Deposits (Interest)		£0.88
Ring fenced interest		
Bank Statement		£88,390.80
Total funds at 30.6.21		£158,391.05

PC/21/07/167 - Resolution – It was proposed that the figures above be approved.

Proposed – Councillor David Harries

Seconded – Councillor Paul Henson

All in favour.

PC/21/07/168 Internal Financial Control Councillor

The Internal Financial Control Councillor completed her quarterly examination on 21st June and was satisfied that all financial procedures were being carried out in accordance with the regulations.

PC/21/07/169 First Quarter Budget Report

The First Quarter budget report had been attached to the agenda. Everything was on track and councillors were happy with the report.

PC/21/07/170 Accounts for Payment Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. Details the powers which authorise the payments are shown in the Payment Schedule attached to the agenda.

<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>
06.07.2021	Southern Electric	71/67	HA 1980	Street Lighting – June 2021	£64.70	£405.02

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06.07.2021	Information Commissioner	ZA0646 86	GDPR 2018	Data Protection Renewal Fee		£40.00
06.07.2021	Onecom	474936	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
06.07.2021	Dropbox		LGA 1972 s111	Annual Renewal Fee		£95.88
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
06.07.2021	Kay Iqbal	1495	Parish Council Act 1957 S1	Cleaning Bus Shelters for June		£100.00
06.07.2021	Police	113420 002634	Local Government & rating Act 1997 s31	Funded PCSO		£13,657.33
06.07.2021	PW Warden Environmental	6960	Highways Act 1980- S96	June mowing of verges	£106.00	£636.00
06.07.2021	R&G	117298	Open Spaces Act 1906 S6	Mowing of Playing and Cricket Field	£97.26	£583.56
06.07.2021	DNH Contracts	1784	Litter Act 1983 S5,6	Emptying of dog and litter bins for June	£105.00	£630.00
06.07.2021	Aylesbury Mains	20488	HA 1980	PL91 repair of streetlight	£9.96	£59.76
06.07.2021	HMRC		LGA 1972 S112	June Tax and NI		£122.62
06.07.2021	Mrs N Palmer		LGA 1972 S112	June Salary		£1187.02
06.07.2021	NCALC	1353	LGA 1972 S112	Off to a Flying Start Course x 1		£44.00
06.07.2021	SLCC	BK2025 74	LGA 1972 S112	Virtual Training - Clerk	£9.00	£54.00
06.07.2021	M & Z Higgins		Parish Council Act 1957 S1	Graffiti Removal from Kislingbury Road Bus Stop		£40.00

PC/21/07/170 - Resolution It was proposed that the accounts for payment be authorised.

Proposed: Councillor David Harries

Seconded: Councillor Philip Bignell

All in favour.

PC/21/07/171 POLICE MATTERS

A report from the PCSO had been attached to the agenda. Councillors commented that they hoped the PCSO would be able to have more contact with the schools in September as Covid 19 restrictions lift.

PC/21/07/172 PARISH MATTERS

A Monthly Inspection Sheets

The clerk had received a few inspection sheets but was still waiting for others.

B Hedges/Trees/Fences/Walls

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The clerk informed councillors she had chased the West Northants Council regarding Chipsey Avenue.

C Footpaths

- The clerk had already informed councillors that the footpath between Ash Grove and the High Street had been reported to West Northamptonshire Council and that confirmation had been received that it will be cut back in the coming weeks.
- Several residents whose properties abut the footpath at The Ashes, wish to apply for a diversion of the footpath on the grounds of concerns about safety and other matters. Councillors had read the report attached to the agenda from the residents. A letter had also been received from the cricket club and the main points were summarised by the chairman. The proposed new route was opposed by the cricket club on ground of safety. The item had been included on the agenda to give the residents an indication of whether the parish council would support their application to divert the footpath even though it is outside of the parish councils' jurisdiction. Following discussions; the councillors felt that the proposed diversion undermined the function of the cricket club and were keen to reinstate the existing path to its full width by asking for vegetation to be cut back.

D Emergency Planning/Pathfinder II Project

Nothing to report.

E Street Lighting

A resident reported lamp PL103 in Smitherway and PL096 on John's Road are burning during the day. The clerk confirmed that these been reported for repair.

F Highways and Transport

Councillor Slater raised a concern regarding the bend and 30mph speed limit on Pilgrims Lane. It was agreed cars often go too fast and the route is used by many children. It was discussed how it had been a conscious decision at the time not to have a footpath as it retained the character of the lane. However, all councillors were in agreement that it was a dangerous corner. It was requested that the clerk contact Highways to see if the road could be made into a 20mph zone and perhaps a sign erected to warn drivers that children may be in the road.

G Millennium Green

There was nothing to update.

H Patient Participation Group

The surgery has been contacted and informed that Scott Millar has been appointed the Parish Council Representative. The clerk is waiting for further details.

I Defibrillator

Councillor Will Marriott has kindly agreed to inspect the defibrillator at the surgery monthly and report back. He has also offered to organise a training session for residents. Further details will follow when the session is arranged, and the Parish Council will help to promote the date and collect names of those wishing to attend.

PC/21/07/173 PLAYGROUND MAINTENANCE

The clerk had highlighted at the last meeting that the annual inspections had identified a few issues; that if addressed sooner rather than later, would ensure the equipment lasts longer. The clerk had obtained quotes for the work and updated the council. The repair work to the climbing frame at the community centre totalled £930 + VAT.

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PC/21/07/173 - Resolution – It was proposed that the work to repair the climbing frame be carried out.

Proposed – Councillor David Harries

Seconded – Councillor Phil Bignell

All in favour.

The clerk commented that not all the costs were able to be covered by what has been put in the budget for playground maintenance. The clerk read out other items and the associated costs, it was agreed that the clerk would distribute the costs to the councillors to review and all the other work would be agreed once this had been done.

PC/21/07/174 PLAYGROUND LEASE

The lease in duplicate had been received for the playground at Bugbrooke Primary School along with the Landlord's Warning Notice and the Tenant's Statutory Declaration referred to in the warning notice.

PC/21/07/174 - Resolution – Following the discussions at the parish council meeting in June it was proposed that the Lease for the playground at Bugbrooke Primary School be signed by two councillors, Councillor Phil Bignell and Councillor David Harries.

Proposed – Councillor John Curtis

Seconded – Councillor Catherine Parry

All were in favour.

The clerk was required to arrange for the chairman to swear the declaration before an independent solicitor as soon as possible.

PC/21/07/175 PARISH COUNCIL BUSINESS PLAN

The chairman wanted to discuss both the Neighbourhood Plan and the Business Plan together. The chairman showed some statistics on the number of parish councils in the area that had created or attempted to create a Neighbourhood Plan. There were discussions regarding how the parish council had looked into creating one before but due to Bugbrooke being classed as a 'service village', the plan had to fit under the existing 'Local Plan'. The large costs and time it would take to create means that Neighbourhood Plans are often out of date by the time they are passed for a referendum. The prospect of creating a Business Plan was also discussed and a briefing note and an example from another parish had been attached to the agenda. Not all the councillors were in favour of creating a business plan, as not all had not liked the example attached. Others felt it would be helpful as an action plan and could be updated and adapted as needed but provide a guide to help with planning and budgeting. The clerk suggest she could provide a few other examples for discussion at the September meeting.

PC/21/07/176 NEIGHBOURHOOD PLAN

This item was discussed in conjunction with the item above.

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PC/21/07/177 BEST VILLAGE AWARDS

ACRE are going to run the awards next year, from February 2022. Councillors decided that as the clerk was new to the position and there are a lot of new councillors, it might be better not participating this time but to look to enter in the future.

PC/21/07/178 TELEPHONE BOX

The Parish Council do not currently own the telephone box but there is a scheme that allows the council to take over the boxes. The clerk provided a few details about how it can be obtained but the Parish Council would then be liable for it. The chairman suggested that councillors thought about how it might best be used and the parish council would discuss it at the September meeting again.

PC/21/07/179 PRONOUNS

The clerk had received a request from a councillor that pronouns be added to their name on the agenda, councillors were given the opportunity to discuss it. Councillor Tiffany Cotterill told councillors that she felt that it helped to demonstrate that the Parish Council welcomed diversity, inclusivity and that they were willing to lead the way in expressing this. The councillors discussed the matter and there were no objections to councillors having their pronouns used on the summons or the minutes.

PC/21/07/179 - Resolution – It was proposed that any councillor wishing to have their pronouns included on the agenda and minutes be allowed.

Proposed – Councillor Tiffany Cotterill

Seconded – Councillor Phil Bignell

All were in favour.

The chairman asked that councillors contact the clerk if they wished their pronouns to be included.

PC/21/07/180 DATE OF NEXT MEETING

Monday 9th August at 7.30pm in the small hall at Bugbrooke Community Centre due to holidays the chairman told councillors this meeting would be for Finance and Planning only, all other items would be deferred until September.

There being no further business the chairman closed the meeting at 9.15pm.

End of Minutes

CHAIRMAN:.....

DATE:.....