

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
11th September 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 Des Morris
Councillor Colin Russell
Councillor Catherine Parry
Councillor Graham Skinner

IN ATTENDANCE

1 Member of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Clare Slater (she/her)	Personal
Councillor Paul Henson	Personal
Councillor Will Marriott	Personal
Councillor Ian Gordon	Personal
Councillor Jane Wood (she/her)	Personal
Absent	

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/23/09/183 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/23/09/184 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/23/09/185 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/23/09/186 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 14th AUGUST 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/23/09/187 PUBLIC PARTICIPATION

1 members of the public attended – Paul Cockrill was in attendance due to a grant application from Bugbrooke Bowls Club that had been submitted for consideration by the council. Paul explained one of the largest costs is the maintenance of the green, they are looking to obtain funding to employ a specialist to advice on sustainable ground maintenance, the bowls club are looking to move away from the chemical treatments and use organic methods.

PC/23/09/188 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was unable to attend but had provided a written update, and the clerk gave it on his behalf.

Grants from £100 to £1,500 are available for Voluntary and Community Sector projects to address a local community need. This is for new or existing projects or services in West Northamptonshire which create additional volunteering opportunities.

WNC has been assessing their buildings for the potential presence of RAAC since 12 July, as concerns about the material increased.

People are being invited to have their say on proposals to develop the Library Service across West Northamptonshire. Residents can share their views on the new 4-year draft strategy, the consultation runs from Monday 4th September and runs until midnight on Sunday, 29th October.

Councillor David Harries encouraged councillors to go online and comment of the strategy. Like other consultations it was not for Bugbrooke Parish Council to comment as the village does not have a library; but it was worth councillors expressing their personal views. The clerk was asked to send the library consultation round to councillors.

PC/23/09/189 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided an update on tasks that had been completed and also confirmed that 2 trustees of the Bugbrooke Chapel would be attending the meeting next month as requested.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/23/09/190 PLANNING

No planning applications had been received.

POLICE MATTERS

PC/23/09/191 POLICE MATTERS - PCSO Report

Councillors had received and read the report.

PC/23/09/192 POLICE MATTERS - PCSO Community Survey Results

96 responses were received in total – 53 online and 43 paper based. The survey had been available to complete online via the council's website and links on social media. It was also printed as a pull out in the centre of LINK magazine that had been delivered to every home in the village. The completed surveys could be posted, or hand delivered to the parish office and 3 other shops in the village. The survey was promoted over the 6-week period, therefore, the council was satisfied that the clerk had endeavoured to reach as many residents as possible and made it as easy as possible to respond.

Councillors had seen the results. 74% of respondents were in favour of continuing with the sponsored PCSO scheme, 10.4% were not sure and 15.5% said not to continue. Due to the nature of the survey and the fact that responses were online and on paper it was felt fair to assume they were reflective of the village population.

PC/23/09/192 POLICE MATTERS - PCSO Renewal

The councillors had a discussion, and it was decided that they wanted to follow the survey and continue with the sponsored PCSO.

RESOLUTION – It was resolved that Bugbrooke Parish Council would continue with the sponsorship of a PCSO under that current agreement with Nether Heyford Parish Council.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

FINANCIAL MATTERS

PC/23/09/193 A financial statement and reconciliation for the month ending 31st

August had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Brian Curtis

All in favour.

Bugbrooke Parish Council

Agenda & Meeting Minutes

	Income	Receipts	Totals
Current Account as at 31.07.23			£79,287.17
Current Account (Ring fenced)			£55,037.18
CCLA Deposit Fund as at 31.07.23			£50,000.00
Total Available			£184,324.35
Less August Payments		£7,084.33	
Less unrepresented payments			
Deposits (CCLA Interest)	£207.07		
Deposits (Ring Fenced Interest)	£65.52		
Bank Statement			£72,409.91
Total Funds at 31.08.23			£177,512.61

PC/23/09/194 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.

Direct Debits						
<u>Date</u>	<u>Payee</u>	<u>Invoice</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
05.09.2023	Southern Electric		HA 1980	Street Lighting – July 2023	£79.46	£450.75
05.09.2023	Onecom	TBC	LGA 1972 s111	July Parish Office Telephone and Broadband	£6.00	£36.00
05.09.2023	NEST		LGA 1972 s112	July Pension Contribution		£108.31
05.09.2023	Microsoft		LGA 1972 s111	Licence Renewal		
05.09.2023	Siemens		LGA 1972 s111	Photocopier Lease	£40.00	£240.00
Transfers						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
05.09.2023	DNH Contracts	2413	Litter Act 1983 S5,6	Emptying of dog and litter bins for August	£110.25	£661.50
05.09.2023	HMRC		LGA 1972 S112	August Tax and NI		£427.18
05.09.2023	Mrs N Palmer		LGA 1972 S112	August Salary		£1547.38
05.09.2023	DM Payroll Services	3039	LGA 1972 s111	Admin of payroll April – September		£66.00
05.09.2023	BSACC		LGA 1972 s111	Office Rental, Hall Hire for August		£207.50

Bugbrooke Parish Council

Agenda & Meeting Minutes

05.09.2023	R&G	12006 9	Open Spaces Act 1906	Mow of Playing fields	£108.40	£650.40
05.09.2023	Kay Iqbal	1643	LGA 1953 s4	Bus Shelter Cleaning - August		£100.00
05.09.2023	PW.Warden Environmen tal Services	7084	Open Spaces Act 1906	Village Grass Cutting	£116.40	£698.40
05.09.2023	Zurich Insurance	52650 9657	LGA 1972 s111	Insurance		£1387.27
11.09.2023	RPM	5777	Open Spaces Act 1906	Repairs to Community Centre Playground	£277.00	£1662.00
05.09.2023	Bank Charges		LGA 1972 s111	August charges		£12.25
Ratification						
29.08.2023	Kay Iqbal	1616	LGA 1953 s4	Bus Shelter Cleaning – April		£100.00
01.08.2023	Dropbox		LGA 1972 s111	Dropbox Licence	£15.98	£95.88

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

Proposed – Councillor Colin Russell

Seconded – Councillor Brian Curtis

All in favour.

PC/23/09/195 INSURANCE RENEWAL

The clerk has received all the Insurance renewal documents and the Employers Liability certificate is displayed in the office. The insurance runs until 30th September 2024; when the 3-year long term agreement will come to an end.

RESOLUTION – It was resolved that the insurance renewal had been received and councillors were happy with the documents.

Proposed – Councillor Brian Curtis

Seconded – Councillor David Harries

All in favour.

PC/23/09/196 COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023

The clerk has received the completed AGAR from the external auditors, thereby satisfactorily completing the annual audit. A copy of the completed AGAR had been circulated with the agenda and will be posted to the parish council website and noticeboard along with the 'Notice of conclusion of audit'.

The external auditors raised no other matters but noted that the AGAR was amended after submission. This was due to the clerk showing the transfer of funds from the current account to the reserve account. This should have been netted off. The clerk will seek training from the accounts

Bugbrooke Parish Council

Agenda & Meeting Minutes

package provider to ensure these transfers can be recorded but not shown as receipts and payments.

RESOLUTION – It was proposed that the Completion of the Annual Governance and Accountability Return be accepted.

Proposed: Councillor David Harries

Seconded: Councillor Mark Copp

All in favour.

PC/23/09/197 GRANT APPLICATIONS

One application had been received from the bowls club. The request was for £500 for advice for the maintenance of the green. As the application had been discussed at the start of the meeting the chairman asked if there were any further questions or comments and then asked for a proposer to the resolution to award the grant.

RESOLUTION – It was resolved that Bugbrooke Parish Council would issue the full amount requested of £500 to the Bowls Club for maintenance of the green.

Proposed – Councillor Colin Russell

Seconded – Councillor Brian Curtis

All in favour.

PC/23/09/198 CHARITY MEADOW

The clerk had contact 3 solicitors and provided an update. After a discussion, it was decided that the parish council were obliged to act on behalf of the charities and would need to cover costs to ensure that the land was transferred to Bugbrooke Parish Council so that it could be leased to the Wildlife Trust and be looked after a site of scientific importance. The clerk had explained there were several steps to be taken and councillors agreed to proceed to the first stage.

RESOLUTION – It was resolved that Bugbrooke Parish Council will proceed with instructing a solicitor to act for the charities to get the land registered and then transferred to the council, the amount authorised/delegated to the clerk to proceed was £2800.

PC/23/09/199 GRASSLAND MANAGEMENT POLICY

The chairman introduced the proposal from the Environmental Group regarding grassland management within the village and the clerk informed the council that Councillor Jane Wood had arranged a visit from The Wildlife Trust to get advice on the different grassland areas of the village.

RESOLUTION – It was resolved that Bugbrooke Parish Council will proceed with the creation of a Grassland Management Policy as described in the briefing note from Councillor Jane Wood. The policy will be reviewed by the full council before it is adopted.

Proposed – Councillor Phil Bignell

Seconded – Councillor Tiff Cotterill

Bugbrooke Parish Council

Agenda & Meeting Minutes

All in favour.

PC/23/09/200 CARBON LITERACY TRAINING

Carbon Literacy Training has been arranged for councillors at 7.30pm on Monday 25th September.

PC/23/09/201 AGREEMENT TO CHANGE THE WAY INSPECTION SHEETS ARE RECORDED

The clerk reminded councillors how important the inspection sheets are and that the new online versions were working well. However, the clerk has multiple folders full of completed forms in the office and the new online version is even more sheets of paper when printed, therefore the clerk proposed that inspection be completed before the meeting then any issues would be highlighted to councillors and councillors would resolve that the inspections have taken place. This would provide a record of the inspections and the clerk could save paper. This month Area 1 has identified that a new dog bin is required in Homestead drive.

RESOLUTION – It was resolved that the clerk would no longer print a copy of the inspection sheets for record keeping. A resolution would be passed each month to confirm that the inspections had taken place and any immediate action required.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

RESOLUTION – It was resolved that all areas had been inspected and the clerk would purchase 1 new dog bin.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

PC/23/09/202 HEALTH AND WELLBEING STRATEGY CONSULTATIONS

The strategy from WNC had been attached to the agenda, the clerk explained that she had added it to the agenda to ensure that all councillors had the opportunity to read it and submit their views. As with many of the consultations they do not always need a formal response from Bugbrooke Parish Council, but councillors were encouraged to submit their views.

PC/23/09/203 20MPH SIGNS

The 20mph advisory signs had been received from Highways and councillors were asked if they were happy for the Environmental Working Group along with Councillor Graham Skinner and WNC to select the locations for the signs or if the council wanted to approve them. Councillors were happy to proceed with the locations identified. There would be 6 signs around the village and the clerk had obtained a quote for them to be erected by a Highways approved contractor. The cost for the signs to be put up would be £580 + VAT.

Bugbrooke Parish Council

Agenda & Meeting Minutes

RESOLUTION – It was resolved that the council would appoint the highways approved contractor to erect the sign in the approved locations chosen by the Environmental Working Group.

Proposed – Councillor John Curtis

Seconded – Councillor Phil Bignell

All in favour.

PC/23/09/204 PARISH MATTERS

A Monthly Inspection Sheets

The clerk had received sheets from Area 1 and Area 4. The rest were to follow later in the week.

B Hedges/Trees/Fences/Walls – The ivy is growing over the Great Lane Bridge. Tress from Captains Close are lifting up the wall. The clerk was requested to report to WNC.

C Footpaths – Overhanging trees from Great Lane, back gates at Campion getting over grown, clerk to investigate the ownership of the hedge at the doctor's surgery and request it is cut back.

D Street Lighting – Light in The Paddocks will be addressed as the clerk had written to and had a response from the resident. A light out in the High Street, Councillor Bignell to confirm which light.

E Highways and Transport – Junctions at the Cornhill requested to report again.

F BSACCA – Nothing.

G Millennium Green – Trees to be planted by the parish council.

H Environmental Group – It had been arranged the monthly litter picks through the autumn/winter would take place with a different area targeted each time. These will be on the first Sunday of the month at 10am. The first one on 1st October will cover the area within the square outlined by High Street, Pilgrims Lane, Meadway, Ash Grove. The group asked if the parish council would fund the purchase of litter pickers. They have previously used WNC kit but they do not have the hoops.

RESOLUTION – It was resolved that the council would allocate a budget of £200 to the Environmental Working Group to purchase the relevant litter picking equipment.

Proposed – Councillor David Harries

Seconded – Councillor Tiff Cotterill

All in favour.

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

J Patient Participation Group – Making changed to how prescriptions are ordered, and they are starting to do flu vaccines.

PC/23/09/205 ITEMS FOR CONSIDERATION FOR OCTOBER AGENDA

- Churchyard gate on Trent Valley path is not opening.

PC/22/09/206 DATE OF NEXT MEETING

The October Meeting of the Parish Council will be on Monday 9th October 7.30pm at Bugbrooke Community Centre.

Bugbrooke Parish Council

Agenda & Meeting Minutes

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

End of Minutes

CHAIRMAN:.....

DATE:.....