

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 9th September 2024 at 7.30pm in Bugbrooke Community Centre.

PRESENT

- Councillor Philip Bignell
Councillor Mark Copp
Councillor John Curtis, BEM
Councillor Brian Curtis
Councillor Paul Henson
Councillor David Harries, BEM
- Councillor Des Morris
Councillor Will Marriott
Councillor Colin Russell
Councillor Catherine Parry
Councillor Graham Skinner
Councillor Jane Wood (she/her)
Councillor Clare Slater (she/her)

IN ATTENDANCE

0 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Ian Gordon	Personal
Absent	

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PC/24/09/184 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/24/09/185 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/24/09/186 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/24/09/187 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th AUGUST 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. There was an addition to include the words 'Spencer Close' in the clerks update as well as a typo correction. The clerk amended and initialled. The chairman then asked again if councillors were happy that the minutes be signed. **All were in favour.**

PC/24/09/188 PUBLIC PARTICIPATION

There were no members of the public present.

PC/24/09/189 UNITARY COUNCILLOR REPORT

Unitary Leader Adam Brown has not sent a report, but Councillor Phil Bignell gave a brief update. He commented that the professional cycling event 'Tour of Britain Men' on Saturday 7th September was a success and well supported by the public as West Northants hosted the penultimate stage.

Councillor John Curtis asked that a letter be sent to Adam Brown informing him and asking for his help as the village was experience serious delays to its post and there are often serious implications such as missed NHS appointments which are not then reissued leading which can have devastating consequences.

PC/24/09/190 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk gave a brief update. The PCSO had held a surgery last Tuesday evening at the Community Centre which had attracted only a few visitors but had been a worth well exercise. Finally the Community Centre and Rugby Club sign going up on Thursday. The bus shelter on Kislingbury Road and on the High Street/ Church Lane Green were painted on Sunday to cover the graffiti. The clerk stated she'd been concerned about the health of the tree on the green but it appears to have suffered with Hawthorn Leaf Spot disease causing almost all the leaves to fall mid-summer but fingers crossed it will be better next year.

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POLICE MATTERS

PC/24/09/191 PCSO REPORT

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

PC/24/09/192 PLANNING

None received.

FINANCIAL MATTERS

PC/24/09/193 A financial statement and reconciliation for the month ending 30th August has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Colin Russell

Seconded – Councillor Graham Skinner

All in favour.

	Income	Receipts	Totals
Current Account as at 31.07.24			£75,506.95
Current Account (Ring fenced)			£55,840.47
CCLA Deposit Fund as at 31.07.24			£50,000.00
Total Available			£181,347.42
Less August Payments		£7,030.18	
Less unrepresented payments			
Deposits (CCLA Interest)	£219.94		
Other income	£0.00		
VAT Reclaim	£0.00		
Deposits (Ring Fenced Interest)	£66.55		
Bank Statement			£68,696.71
Total Funds at 31.08.24			£174,603.73

PC/24/9/194 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.

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

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Proposed – Councillor Mark Copp

Seconded – Councillor Graham Skinner

All in favour.

<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>
11.09.2024	Southern Electric	1377633	HA 1980	Street Lighting – July 2024	£23.53	£413.14
11.09.2024	Siemens	3735449	LGA 1972 S111	Photocopier Lease	£40.00	£240.00
15.09.2024	Microsoft 365 Licence		LGA 1972 S111			£138.42
11.09.2024	Onecom	TBC	LGA 1972 s111	August Parish Office Telephone and Broadband	£3.35	£39.00
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
11.09.2024	DNH Contracts	2700	Litter Act 1983 S5,6	Emptying of dog and litter bins for August	£88.20	£529.20
11.09.2024	BSACCA	5459	LGA 1972 s111	Parish Office Rent and Room Hire for September		£212.00
11.09.2024	Stocksigns	239770	LGA 1972 s111	VAS Solar Pannelled		£3618.00
09.09.2024	Peter Wilkins		LGA 1953 s4.	Painting bus shelters to remove Graffiti		£30.00
11.09.2024	ESX Clean	0181-24	LGA 1953 s4.	Bus Shelter Cleaning		£119.00
11.09.2024	HMRC		LGA 1972 S112	August Tax and NI		£407.98
11.09.2024	Mrs N Palmer		LGA 1972 S112	August Salary		£1629.70
11.09.2024	Northamptonshire Pension Fund	42130002 2464	LGA 1972 S112	LGPS contribution		£599.05
11.09.2024	P.Warden	7140	Open Spaces Act 1906	Grass Cutting	£116.40	£698.40
11.09.2024	R&G Ground Maintenance	120944	Open Spaces Act 1906	Various Mows	£113.80	£682.80
11.09.2024	Bank Charges		LGA 1972 s111	August Bank Charges		TBC
<u>Ratification</u>						

PC/24/09/195 FIRST QUARTER REPORT

It was noted the report was not available for the July meeting and the August meeting is only for immediate finance and planning as councillors are often on holiday. Therefore, the first quarter report was being looked at later than usual, but councillors have been fully up to date with councils'

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finances and there was little of note to discuss. Spending had been with the budget, and any overspends were due to coding and budget was available within other headings to cover the expenditure.

RESOLUTION – It was resolved that the First Quarter Report be accepted by Bugbrooke Parish Council.

Proposed – Councillor Brain Curtis

Seconded – Councillor Will Marriot

All in favour.

PC/24/09/196 INTERNAL CONTROL CHECK

Internal Control Councillor Jane Wood had been through the accounts and confirmed that everything was in order.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the Internal Control Councillors Report.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

PC/24/09/197 COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/2024

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 was approved by councillors so will be posted to the parish council website along with the 'Notice of conclusion of audit'.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the Internal Control Councillors Report.

Proposed – Councillor David Harries

Seconded – Councillor Will Marriott

All in favour.

PC/24/09/198 CCLA

The clerk has been requested to update the signatories for the CCLA account. This was discussed it was agreed that the relevant councillors would stay behind at the end to complete the paperwork.

RESOLUTION – It was resolved that Bugbrooke Parish Council nominate the following councillors to be signatories and act on behalf of Bugbrooke Parish Council along with the clerk and RFO Nicola Palmer, Councillor Phil Bignell, Councillor Mark Copp and Councillor David Harries.

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Proposed – Councillor Catherine Parry

Seconded – Councillor Will Marriott

All in favour.

PC/24/09/199 CHURCH CARPARK

The chairman had prepared a report following a request for disabled parking spaces. Regulations state the carpark is under D1 class, which does not require disabled spaces but following discussions it was determined that the last two or three spaces; determined by if extra space at the end of the carpark could be used; should be made into two disabled spaces at the required 3.6 wide with signs at the end of the spaces as well as the yellow markings. The clerk was ask to obtain quotes to be presented at the October meeting.

PC/24/09/200 PLAYGROUND INSPECTION REPEAT ORDER FORM

The clerk asked councillors if they were happy to authorise the inspection of the playground to happen next June. The clerk is happy with the inspection company as the reports have been thorough and easy to work through. **All were in agreement.**

PC/24/09/201 VEHICLE ACTIVATED SIGN

The clerk confirmed this would be delivered to Councillor Mark Copp on Tuesday.

PC/24/09/202 INSURANCE RENEWAL

The clerk had produced a briefing note, and 3 quotes had been obtained. The councillors discussed the quotes and the good level of service that the council had received from Zurich. As they were also the cheapest of the quotes it was agreed to continue with a 3-year long term agreement with them and the clerk was authorised to proceed with this.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the Insurance quote from Zurich for a 3-year long term agreement.

Proposed – Councillor David Harries

Seconded – Councillor Mark Copp

All in favour.

PC/24/09/203 BOLLARDS ON PATHS

The clerk repeated previous discussions and said the parish council kept discussing this as it they obviously want to help but there is not much that can be done. The clerk suggested she could investigate the cost for the parish council to replace the bollards with another design, but this would need to be agreed with WNC but could cost a significant amount it would also make the parish council liable, so it was not a viable solution.

PC/24/09/204 NATURE RECOVERY STRATEGY AND GREEN SPACES

The clerk had been anticipating information from WNC regarding the strategy and this was received just before the meeting. The first request was to assign a representative to investigate and update parish council members about the strategy. Later the parish council would need to agree comments

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to feed into the public consultation before the mid-January 2025 deadline. Councillor Jane Wood agreed to take on this role.

There was further discussion about the grass cutting and leaving sections to grow long, it was requested that on the Church Lane/ West End junction that it be cut back slightly further on the corner. This will be implemented next year.

PC/24/09/205 PARISH MATTERS

- A Monthly Inspection Sheets*
Inspection Sheets had been received from all areas.
- B Hedges/Trees/Fences/Walls* - Hedge at Pound Lane, WNC Five Bells impassible and Dower House cannot pass on the footpath.
- C Footpaths* – The footpath at the school was discussed and had been reported again to WNC.
- D Street Lighting* –
- E Highways and Transport* – Corn Hill Road junction with Litchborough is not safe as the road is breaking up. There is water again at The Wharf and outside the church on Church Lane.
- F BSACCA*- Meeting this week Badgerfest was discussed, and the parking is under control.
- F Millennium Green* – Nothing to report
- G Environmental Group* – The litter pick on was successful, the next one is on Sunday 3rd November, everyone is welcome.
- H Defib* – This has been checked by Will Marriott and the defib training will take place in 3 weeks. Cricket Club
- I Patient Participation Group*- An update was given; the doctors surgery is providing a good service to the village. It reportedly costs £22,000 a month in missed appointments each month. It would be ideal to follow up with a call.
- J Speed Watch* – The chairman presented the results of a speed report on Johns Road. The average speed was 24mph. 8per cent were going over 30mph. This season's speed watch resulted in 137 letters sent out. One of the offenders was a school bus doing 25mph in the 20mph zone on route to school.

PC/24/09/206 ITEMS FOR CONSIDERATION ON THE OCTOBER AGENDA

- Repair Shop

PC/24/09/207 DATE OF NEXT MEETING

Monday 14th October 2024 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 8.45.pm.

End of Minutes

CHAIRMAN:.....

DATE:.....