

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 13th September 2021 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Tiffany Cotterill (she/her)
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor Ian Gordon
Councillor David Harries, BEM

Councillor Paul Henson
Councillor William Marriott
Councillor Scott Millar
Councillor Des Morris
Councillor Catherine Parry
Councillor Colin Russell
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

IN ATTENDANCE

4 Members of the Public

Nicola Palmer – Clerk

Chief Inspector Pete Basham

Sergeant Greg Taylor

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Absent		

PC/21/09/196 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from Unitary Councillor Adam Brown.

PC/21/09/197 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Interests were declared on the planning application item 9.5 from Councillors David Harries, John Curtis, Brian Curtis, Phil Bignell and William Marriott.

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PC/21/09/198 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/21/09/199 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 9th AUGUST 2021

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/21/09/200 CHIEF INSPECTOR PETE BASHAM DAVENTRY AND SOUTH NORTHANTS LOCAL POLICING

Chief Inspector Basham updated councillors on the community policing strategy and confirmed that Sergeant Greg Taylor had been appointed to South Northants. The overall strategy is for a change in Neighbourhood Policing with heavy investment in officer numbers doubling from 50 to 100 over 18-24 months. There has been a change of organisation of policing locations to 34 defined areas and a non-sponsored PCSO officer will give coverage to Bugbrooke, Hackleton and Deanshanger. The cover is not reduced because the Parish sponsor a PCSO.

The newly defined key targets and objectives for a PCSO are:

1. Targeted Engagement – Making sure every patrol has a purpose, be that being at Campion at busy times, dealing with antisocial behaviour or attending a community event.
2. Visible and Accessible – Ensuring public confidence and reassurance. Every person in the village should know their name and how to contact them.
3. Problem Solving – Gathering intelligence and working towards solutions with associated partners to see the problem through to a resolution.
4. Focus on Early Intervention – working with families and partners to tackle potential problems before they arise.

Councillors and members of the public were given the opportunity to ask questions and then the chairman thanked the officers for their time and attending the meeting.

PC/21/09/201 PUBLIC QUESTION TIME

A resident asked if the Parish Council had consider putting electric vehicle charging points – this is to be added to a future agenda.

PC/21/09/202 UNITARY COUNCILLOR REPORT

There was no report this month due to personal reasons.

PC/21/09/203 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk informed the council that the Bound Minutes had arrived. These were given to Councillor David Harries to take to the records office.

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PC/21/09/204 PLANNING

Planning Applications are shown below:

1. WNS/2021/1184/FUL – 12 Church Lane, Bugbrooke, Northamptonshire, NN7 3PB - Replacement of Conservatory with a Sunroom. Four-Bay Detached Garage with guest accommodation over – **Response - No objections.**
2. WNS/2021/1210/FUL – 12 Church Lane, Bugbrooke, Northamptonshire, NN7 3PB - The erection of a four-bay garage. – **Response - No objections.**
3. WNS/2021/1147/FUL - 3 Beech Close Bugbrooke NN7 3RB - Demolition of existing rear conservatory. Construction of new rear single storey extension. - **Response – Materials to match.**
4. WNS/2021/1324/FUL - Birds Yard Eastcote Road Bugbrooke NN7 3QA - Demolition of existing offices and 4 New build steel frame commercial units including 25 new parking spaces. – **Response – No objections but concerns the councillors commented on the state of the road and the clerk agreed to address these issues separately as well as add a comment on the application.**
5. WNS/2021/1381/FUL - Bugbrooke Community Centre Camp Close Bugbrooke NN7 3RW - Extension of car parking area. – **Response - Parish council would like to see more details to the plans. They would like to ensure it is used as over- flow parking only and had a locked gate at other time. Planting at the edging and ensure that the Community Centre is working closely with all stake holders to ensure the pitches/drainage is unaffected. They also want to ensure there is no lighting that could affect neighbouring properties.**
6. WNS/2021/0450/MAF - Land South of The Wharf, Bugbrooke, Northamptonshire, NN7 3QB - Construction of 52.no new dwellings with associated open spaces, roads, and drainage infrastructure. Amended details - Layout revised to take account of separation distances and to provide surveillance of footpath. Changes to detailed design of certain plots/house types to comply with Design Guide. Revised refuse vehicle tracking plans. Additional schedule of affordable housing and boundary enclosure details. – **Response Strongly object. The parish council is not satisfied that anything has changed significantly. The design of the properties is highly inappropriate for the location. It is in breach of West Northampton planning policies.**

PC/21/09/205 New Park Hall Update

The chairman gave an update on some of the tree work that has been undertaken in the grounds.

FINANCIAL MATTERS

PC/21/09/206 A financial statement and reconciliation for the month ending 31st August has been circulated with the agenda.

	Income	Receipts	Totals
Current Account as at 31.07.21			£70,841.48
Current Account (Ring fenced)			£30,001.18

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CCLA Deposit Fund as at 31.07.21			£40,000.00
Total Available			£140,842.66
Less August Payments		£7,172.97	
Deposits (CCLA Interest)	£0.89		
Deposits (Ring Fenced Interest)	£0.26		
Bank Statement			£63,669.40
Total Funds at 31.08.21			£133,670.84

PC/21/09/207 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.

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>
06.09.2021	Southern Electric	71/67	HA 1980	Street Lighting – Aug 2021	£63.93	£400.19
06.09.2021	Onecom	474936	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
13.09.2021	Mircosoft 365 Licence	TBC	LGA 1972 S111	365 Licence		£112.80
06.09.2021	NEST		LGA 1972 s111	August Pension Contribution		£86.82
Transfers						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
06.09.2021	PKF Littlejohn	4831	Local Audit & Accountability Act 2014, S4	Annual Governance & Accountability Return	£120.00	£720
06.09.2021	PW Warden Environmental	6975	Highways Act 1980- S96	August mowing of verges	£106.00	£636.00
06.09.2021	R&G	117583	Open Spaces Act 1906 S6	Mowing of Playing and Cricket Field	£119.97	£719.79
06.09.2021	R&G	117701	Open Spaces Act 1906 S6	Mowing of Playing and Cricket Field	£121.40	£728.40
06.09.2021	DNH Contracts	1830	Litter Act 1983 S5,6	Emptying of dog and litter bins for August	£105.00	£630.00
06.09.2021	Aylesbury Mains	20550	HA 1980	3 lights repaired on Ace Lane	£21.40	£128.40
06.09.2021	Shaw & Sons Limited	282278	LGA 1962,s1&4	Bounding of Parish Council Minutes	£23.60	£141.60

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06.09.2021	West Northamptons hire Council	911517 OPA	LGA 1976,(Miscellaneous Provisions) s19	Planning Application fee for Community Centre		£117.00
06.09.2021	Wave	929841 6	Allotments & Smallholdings Act 1923	Water for Allotments		£27.00
06.09.2021	HMRC		LGA 1972 S112	August Tax and NI		£122.62
06.09.2021	Mrs N Palmer		LGA 1972 S112	August Salary		£1137.41
06.09.2021	West Northamptons hire Council	424000 258302	LGA 1972 S112	Uncontested Election Fee May 2021		£90.00
06.09.2021	KAY IQBAL	1507	Parish Council Act 1957 S1	Bus Shelter Cleaning August		£100.00
13.09.2021	RPM	4526	Open Spaces 1906	Maintenance work to School Lane Playground	£640.00	£3840.00
	RATIFICATION of PAYMENTS MADE IN AUGUST					
19.08.2021	SIEMENS FINANCE		LGA 1972 S112	Photocopier quarterly rental	£34.00	£204.00
25.08.2021	HM Land Registry		LGA 1972 S112	Land registry search		£3.00

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

Proposed – Councillor Colin Russell

Seconded – Councillor Des Morris

All in favour.

PC/21/09/208 Internal Control Checks

The quarterly internal control check had been satisfactorily completed on 31st August by the Internal Financial Control Councillor Jane Wood.

RESOLUTION – It was proposed that councillors were satisfied that the quarterly control check had been completed satisfactorily.

Proposed – Councillor Colin Russell

Seconded – Councillor Des Morris

All in favour.

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PC/21/09/209 Draft Budget

The clerk is working on the draft budget for 2022/2023 and would like to arrange a Finance Meeting. Dates to be emailed to councillors.

PC/21/09/210 Bank Mandate

The bank mandate needs to be updated.

RESOLUTION - Bugbrooke Parish Council to resolves that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, (of the bank mandate) be changed in accordance with section Authorised Signatories and the current mandate will continue as amended.

Proposed: Councillor Ian Gordon

Seconded: Councillor Des Morris

All in favour.

PC/21/09/211 COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/2021

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 when approved will be posted to the parish council website and noticeboard along with the 'Notice of conclusion of audit'.

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

Proposed: Councillor Brian Curtis

Seconded: Councillor David Harries

All in favour.

AS THE MEETING HAD LASTED 2 HOURS THE CHAIRMAN ASKED IF COUNCILLORS WERE HAPPY TO CONTINUE. ALL NON-URGENT MATTERS WOULD BE DEFERRED TO THE OCTOBER MEETING. ALL WERE IN FAVOUR OF CONTINUING.

POLICE MATTERS

PC/21/09/212 PCSO Report

A report from the PCSO was circulated before the meeting, councillors had seen it.

PC/21/09/213 Community Policing

Councillors decided to continue with the PCSO and to include this in the budget for 2022/2023. How to manage communication with the PCSO would be discussed at a future meeting.

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PC/21/09/214 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets were expected from the following Councillors – Area 1 – Clare Slater, Area 2 – Ian Gordon, Area 3 – David Harries, Area 4 – Tiffany Cotterill, Area 5 – Mark Copp. The clerk was still waiting to receive many of the forms.

B Hedges/Trees/Fences/Walls

A report has been received from Councillor Parry & Councillor Henson. These issues had already been dealt with by the clerk.

C Footpaths

Councillors were informed that Heygates intend to block access to the non-official footpath at West End and WNC had confirmed they would reinstate the access through the property in West End. As this is out of the jurisdiction of the parish council, councillors had agreed at the footpath meeting to leave any action to the unitary council.

D Street Lighting

The clerk reported that repairs have been made to 3 lights in Ace Lane and a light PL003 outside 16 Johns Road had been reported for repair.

E Highways and Transport

Clerk informed councillors that the extension of the 20mph zone from the High Street through West End up to Church Lane had been approved by Highways. There was also agreement that Highways would put a 'pedestrians in the road' on Pilgrims Lane when budgets allowed.

F Millennium Green

There was no update this month.

G Defibrillator

Councillor Will Marriott has inspected the defibrillator and arranged cover when he cannot do it. He said 34 people had attended the training at the football club.

H Bin

There has been a request for an additional bin in the village. Councillors did not want any more bins. People should be taking their rubbish home and the village already has 16 rubbish bins.

PC/21/09/215 ANNUAL INSURANCE RENEWAL

The Parish Council have been in a long-term contract that has now ended. The Insurance is due to be renewed on the 1st October. A briefing note containing 4 quotes is attached to the agenda.

RESOLUTION – It was proposed that the Bugbrooke Parish Council appoint Zurich for insurance on a 3-year fixed term.

Proposed: Councillor David Harries

Seconded: Councillor Colin Russell

All in favour.

PC/21/09/216 ENVIRONMENTAL WORKING GROUP

In order to dedicate time to this item it was deferred until the next meeting.

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PC/21/09/217 STREETLIGHT COLUMN INSPECTION

The street columns are due for their 6- year inspection. A briefing note containing 3 quotes is attached to the agenda. The clerk explained that the columns and lights need to be inspected at least every 6 years. This is now due. There is not money set aside for this work; but it needs to be done and there is money in the budget that can be moved to cover this essential expense.

RESOLUTION – It was proposed that the Bugbrooke Parish Council appoint Aylesbury Mains for the streetlight inspection.

Proposed: Councillor John Curtis

Seconded: Councillor Phil Bignell

All in favour.

PC/21/09/217 POPPIES ON LAMP POSTS

Last year the council agreed to have the Poppies on the lamp posts, the current council agreed they wished to continue with is, the clerk will arrange a licence from Highways.

PC/21/09/218 PARISH COUNCIL ACTION PLAN DRAFT

This item was deferred to the next meeting. A draft copy an Action Plan had been attached to the agenda councillors were asked by the clerk to look at in detail and email any ideas to be added to the plan to be discussed at the next meeting.

PC/21/09/219 PLANS FOR QUEENS PLATINUM JUBILEE IN JUNE 2022

This item was deferred to the next meeting.

PC/21/09/220 COORDINATION OF HELP FOR REFUGEES

The chairman gave a brief update regarding refugees in Northampton and what help was currently being provided.

PC/21/09/221 PHONE BOX

The chairman informed the council that the phone was still active but discussions on how to smarten up the box would be deferred to the next meeting.

PC/21/09/222 DATE OF NEXT MEETING

Monday 11th October at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 10.10 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....