

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday 9th October 2023 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Will Marriott
Councillor Des Morris
Councillor Colin Russell
Councillor Catherine Parry
Councillor Clare Slater (she/her)
Councillor Graham Skinner
Councillor Jane Wood (she/her)

IN ATTENDANCE

6 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Tiff Cotterill (she/her)	Personal
Councillor Ian Gordon	Personal
Absent	

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PC/23/10/207 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/23/10/208 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

PC/23/10/209 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/23/10/210 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th SEPTEMBER 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/23/10/211 PUBLIC PARTICIPATION

6 members of the public attended.

PC/23/10/212 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown confirmed that the Community Living Room may be eligible for a Welcoming Spaces grant and the Interim Bus Policy consultation is out for comment. He confirmed the announcement that all WNC street light bulbs were to be replaced by LED within the next 2.5 years which will help to cut carbon emissions. The male role model awards are open for nominations. Councillor Brown confirmed he was still making enquiries regarding the temporary traffic lights on the Gayton Road bridge as why they are costing as much as has been reported.

PC/23/10/213 BUGBROOKE CHAPEL TRUSTEES

Two trustees Ann Walker and Colin Wilkinson from Bugbrooke Chapel kindly joined the meeting to update the chapel congregation and parish councillors on plans for the chapel. The trustees are in the process of moving everything relating to the chapel over to a CIO (Charitable Incorporated Organisation).

The conveyance of 1854 it is a standard property conveyance with no clauses. The manse is not included in the same conveyance, the carpark does not belong to the chapel and the disabled access is not owned by the chapel. The manse, carpark and burial site are owned by the Jesus Fellowship. The burial site at Corn Hill Manor has also been retained and was not sold with the Manor. Although the Jesus Fellowship which was a church no longer exists the Community Trust owned the properties and is implementing the 'close down' plans which includes selling the properties and the businesses and supporting the church members in finding new homes.

The plan for the chapel is to form a CIO with proper trust deeds and directors. New CIO will state the building is for Baptists and have all the normal aspects for compliance. It is being written to ensure the transfer gives a proper constitution stating it 'will be held for a Baptist congregation'. If

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the congregation want to join the Baptist union that will be a discussion for them after the CIO for the 3 properties is complete.

Councillors stated that it struggled to understand why none of the trustees are from Bugbrooke, this generates concerns as a CIO can sell or borrow against the chapel. It was requested that the Parish council see the draft of the CIO. This was agreed and confirmation was given that no immediate decisions would be made by the trustees. The trustees confirmed that the model been scrutinised by solicitors and charity commission has been involved to ensure that all the steps had been taken. The clerk confirmed that she would forward the CIO documents to councillors when she received them. The council are keen to ensure that this historic and important chapel in Bugbrooke is retained and the trustees offered reassurance, that the history and importance of the chapel in Bugbrooke and the continuing use of the chapel by the current congregation was at the centre of their plans.

PC/23/10/214 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided an update on tasks that had been completed. The foliage on the bridge in West End has been cut back as well as the trees and bushes around the back gate to Campion.

PC/23/010/215 PLANNING

9a. 2023/6811/FULL - The erection of a single storey wooden building to provide a changing room and seating area at Bugbrooke Bowls Club - Bugbrooke Bowls Club, Camp Close, Bugbrooke, NN7 3RW – **No comments**

9b. 2023/6894/FULL - First floor part Two storey side extension, single storey rear extension - 37 West End Bugbrooke NN7 3PF – **Matching materials requested.**

9c. 2023/6957/LBC - Internal works, involving removal of late 20th century studwork partitions, reopening of historic doorway openings, and creation of one new doorway in the historic fabric to reinstate the layout and circulation when the house was completed in 1815 - Park Hall Church Lane Bugbrooke NN7 3FD – **Support the return to a family home.**

POLICE MATTERS

PC/23/10/216 POLICE MATTERS - PCSO Report

Councillors had received and read the report.

PC/23/10/217 POLICE MATTERS - PCSO Response to the survey Results

PC Ridout attended the meeting and informed Councillors there had been no ASB reports in the last 3 months which was a positive. They are working hard on road safety which had been highlighted in the recent survey and the police team were trying to get dates and patrols in Bugbrooke in the coming months.

PC/23/10/218 POLICE MATTERS – Parking at Campion

The police have been at Campion over a few days and were moving on the inappropriately parked cars which had a positive effect but continually moving the parents on is not a long-term solution. The police would like to work with highways to ascertain if there any traffic regulations that could be implemented that would be productive and not just move the issue further down the road. It was

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agreed that Councillor Adam Bown would endeavour to arrange a joint meeting between the parish council, Adam Brown, Campion School, the PCSO and Highways.

FINANCIAL MATTERS

PC/23/10/219 A financial statement and reconciliation for the month ending 30th September had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Graham Skinner

Seconded – Councillor Colin Russell

All in favour.

	Income	Receipts	Totals
Current Account as at 30.08.23			£72,409.91
Current Account (Ring fenced)			£55,102.70
CCLA Deposit Fund as at 30.08.23			£50,000.00
Total Available			£177,512.61
Less September Payments		£9,623.38	
Less unrepresented payments			
Deposits (CCLA Interest)	£216.62		
Repayment of Planning Application Fee	£181.00		
2nd Precept Payment	£60,135.00		
Deposit from Current Account to Ringfenced Account	£0.00		
Deposits (Ring Fenced Interest)	£63.48		
Bank Statement			£123,319.15
Total Funds at 30.09.23			£228,485.33

PC/23/10/220 2nd Precept payment

The clerk highlighted to councillors that the 2nd precept payment had been made by WNC and asked councillors to resolve that they had acknowledged its receipt.

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RESOLUTION – It was resolved that Bugbrooke Parish Council have received the 2nd precept instalment of £60,135.00 from WNC.

Proposed – Councillor Phil Bignell

Seconded – Councillor Des Morris

All in favour.

PC/23/10/221 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>
03.10.2023	Southern Electric		HA 1980	Street Lighting – September 2023	£79.46	£450.75
03.10.2023	Onecom	TBC	LGA 1972 s111	September Parish Office Telephone and Broadband	£6.00	£36.00
03.10.2023	NEST		LGA 1972 s112	September Pension Contribution		£108.31
03.10.2023	Microsoft		LGA 1972 s111	Licence Renewal		£148.32
Transfers						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
03.10.2023	DNH Contracts	2437	Litter Act 1983 S5,6	Emptying of dog and litter bins for September	£87.57	£525.42
03.10.2023	HMRC		LGA 1972 S112	September Tax and NI		£427.38
03.10.2023	Mrs N Palmer		LGA 1972 S112	September Salary		£1547.18
03.10.2023	Mrs N Palmer		LGA 1972 S112	Stationary Expenses		£61.23
03.10.2023	JW Tree Specialists		Open Spaces Act 1906	Work in West End and Smitherway		£700.00
03.10.2023	BSACC		LGA 1972 s111	Office Rental, Hall Hire for September		£237.50
09.10.2023	Northants Police			PCSO sponsorship		£14,048.34
03.10.2023	R&G	120166	Open Spaces Act 1906	Gang Mow of Playing fields	£73.60	£441.60
03.10.2023	Peter Wilkins		Litter Act 1983 S5,6	Replacement of Dog Bin in Homestead Drive		£36.60
03.10.2023	PW.Warden Environmental Services	7092	Open Spaces Act 1906	Village Grass Cutting	£116.40	£698.40
03.10.2023	RPM	5827	Highways Act 1980 s130	20mph Advisory Signs	£100	£600.00

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03.10.2023	RPM	5828	Open Spaces Act 1906	Removal of pole spinner base and make rubber mulch surface good.	£40.00	£240.00
05.09.2023	Bank Charges		LGA 1972 s111	September charges		TBC
Ratification						
24.09.2023	Land Registry Searches		LGA 1972 s111	Search		£6.00
24.09.2023	RJB	2774	Litter Act 1983 S5,6	Replacement Dog Bin	£56.40	£338.40

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

Proposed – Councillor Des Morris

Seconded – Councillor Mark Copp

All in favour.

PC/23/10/222 FINANCIAL CONTROL COUNCILLOR

Councillor Jane Wood has been into the office to thoroughly check the invoices and accounts inline with the Financial Regulations.

RESOLUTION – It was resolved that the Internal Financial Control checks have been completed satisfactorily.

Proposed – Councillor Will Marriott

Seconded – Councillor David Harries

All in favour.

PC/23/10/223 VAT RECLAIM

The clerk has submitted a 2nd quarter VAT reclaim for £3960.64.

PC/23/10/224 OVERVIEW OF BUGBROOKE PARISH COUNCIL ACTION PLAN & DRAFT BUDGET 2024/2025

The finance committee met on the 3rd of October to discuss the budget for next year. The committee when through each line and the clerk will present the budget at the November meeting. Councillors had seen the action plan for 2024/2025 and agreed that is reflected the parish councils' plans.

PC/23/10/225 HANGING BASKETS

The hanging baskets this year were disappointing this year either due to the weather conditions or a watering issue, the clerk was asked to investigate more sustainable alternatives.

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PC/23/10/226 CHARITY MEADOW

The clerk confirmed that there was work going on by members of the community to help to satisfy the requests from the solicitor and a further update would be given at the next meeting. Councillors were asked to consider if they would consider being trustees of the land in the interim while the land is transferred from the charities to the parish council. Confirmation of this may be needed at the next meeting if progress has been made.

PC/23/10/227 APPRAISAL AND PENSION

The clerk has had a meeting with the chairman and then the HR committee and agreed targets for next year. A discussion around the council joining the Local Government Pension Scheme took place and the clerk was asked to add it to the agenda in the November meeting as a closed session.

PC/23/10/228 MEETING DATES AND NOTICEBOARDS

The clerk has created dates for next year. There are a few variations to the 2nd Monday in the month. January meeting and the April meeting. The April meeting the clerk will not be present but has arranged cover in the evening. Currently the clerk has added in an extra meeting for the Annual Parish Meeting, this is not compulsory for councillors, but the clerk felt that having it on a different day to the council meeting did not constrict the time available. The suggestion was Monday 22nd April, this is Earth Day and may help organise activities around this.

PC/23/10/229 LINK

The clerk reminded councillors that they had previously agreed to support the village magazine with a contribution to the printing costs annually if required and LINK had been in touch to request this contribute. LINK is a valuable asset in the village and the parish council is happy to offer financial support to ensure it continues to thrive.

RESOLUTION – It was resolved that Bugbrooke Parish Council would make a contribution to LINK of £1000 for the printing costs.

Proposed – Councillor Phil Bignell

Seconded – Councillor Will Marriott

All in favour.

PC/23/10/230 POST OFFICE

The clerk and numerous other councillors have had verbal confirmation that 'Nina's Village Store' intends to take over the post office. They hope to be up and running by January 2024.

PC/23/10/231 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 area at the doctor's surgery has still not be cut by WNC.

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- C* *Footpaths* – Church Yard Gate on Trent Valley not opening – KD7. Report to Highways/ Rights of way. Ace Lane to the Brooke – dark and overgrown.
- D* *Street Lighting* – Repairs have been instructed.
- E* *Highways and Transport* – The frustrations with the traffic lights on the bridge on Gayon Road were discussed.
- F* *BSACCA* – Nothing.
- G* *Millennium Green* – The tree to be planted that is funded by the parish council will be a Crab Apple to replace the Elm. When it is planted hopefully in mid-October the invoice will be sent to the parish council.
- H* *Environmental Group* – Councillor Jane Wood had a visit from the Wildlife Trust discussing how the council might manage the grassland differently. Litter pickers had worked hard during the new monthly litter pick and the new equipment was brilliant. There was a request for more hoops to help the volunteers. The council were happy to go ahead with this request. On Friday 17th November the recycling/electrical collection with the Air Ambulance will take place at the Community Centre and the environmental group will have a stall at the craft fair on 4th November.
- I* *Defib* – It has been checked as usual this month by Councillor Will Marriott.
- J* *Patient Participation Group* – The surgery is changing to NHS app and not using the Patient ordering system, this may present some initial problems.

PC/23/10/232 ITEMS FOR CONSIDERATION FOR NOVEMBER AGENDA

Name tags for councillors.

PC/22/09/233 DATE OF NEXT MEETING

The November Meeting of the Parish Council will be on Monday 13th November 7.30pm at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.17 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....