

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 14th October 2024 at 7.30pm in Bugbrooke Community
Centre.

PRESENT

Councillor Philip Bignell
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor Paul Henson
Councillor David Harries, BEM
Councillor Des Morris

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
Councillor Will Marriott	Personal
Councillor Mark Copp	Personal
Absent	

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/24/10/208 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/24/10/209 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Phil Bignell is Chair at Strategic Planning and therefore, said he needed to remove himself for any discussion on the planning application 9a.

PC/24/10/210 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/24/10/211 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 9th SEPTEMBER 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. **All were in favour.**

PC/24/10/212 PUBLIC PARTICIPATION

There were no members of the public present.

PC/24/10/213 UNITARY COUNCILLOR REPORT

Unitary Leader Adam Brown had sent his apologies and a brief report that was summarised by the clerk.

PC/24/10/214 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk gave a brief update. Councillor Adam Brown had agreed to pass comments to Royal Mail regarding the slow service.

Water at the Wharf – Highways passed to Anglian Water, but the clerk had contacted Helen at WNC who had passed it to her superiors to work with The Canal and River Trust as was necessary last time this problem had arisen.

Corn Hill Road to be closed for resurfacing from 21st October – 30th October 2024.

Kislingbury Road bus shelter glass has been smashed and will be replaced with Perspex in the next few weeks. The clerk is aware this may be scratched but the glass may be broken so it is hoped that this will be the best option.

POLICE MATTERS

PC/24/10/215 PCSO REPORT

A report from the PCSO was circulated before the meeting and was discussed. Councillors are happy with the report and have been pleased with the work the PCSO has been undertaking.

PC/24/10/216 PCSO CONTINUATION

Councillors were reminded with the budget being prepared for next year they needed to decide if they wanted to continue with the sponsorship scheme. As a community survey had taken place last

Bugbrooke Parish Council

Agenda & Meeting Minutes

year and over 70% of those completing the questionnaire were in favour of the scheme councillor voted to continue.

RESOLUTION – It was resolved that the parish council would like to continue with the sponsorship of a PCSO shared with Nether Heyford Parish Council.

Proposed – Councillor Phil Bignell

Seconded – Councillor Colin Russell

All in favour.

PC/24/10/217 PLANNING

2024/4380/SCOP – Proposal: Development comprising five industrial units and associated office space with a total site area of 69 hectares and combined Gross Internal Area of 149,476 sqm – Location: Land South of M1 J15 Northampton

The Chairman Councillor Phil Bignell removed himself from the discussion as asked Deputy Councillor Jane Wood to lead the discussion. Councillors wanted to ensure that the Environment Agency were looking at waste removal to ensure there is sufficient capacity and waterways would not be polluted. The other issue of concern was the transport, that simply stating that the M1 would handle the traffic is not acceptable, where would the vehicles go if the M1 was closed. It is believed this development is detailed in the local plan and therefore, councillors feel it is likely to go ahead, and it will offer employment, even if limited. There is a loss of farmland, but the area appears to have been earmarked for this development. Councillors would like to see solar panels on the roofs and to enable this there needs to be investment in the grid. There should not be any excuse for these developments not to have solar panels.

FINANCIAL MATTERS

PC/24/10/218 A financial statement and reconciliation for the month ending 30th September has been circulated with the agenda and it was noted that the 2nd tranche of the precept had been received.

RESOLUTION – It was resolved that accounts below be accepted and councillors acknowledge the receipt of the 2nd tranche of the precept.

Proposed – Councillor Graham Skinner

Seconded – Councillor Colin Russell

All in favour.

	Income	Receipts	Totals
Current Account as at 30.08.24			£68,696.71
Current Account (Ring fenced)			£55,907.02

Bugbrooke Parish Council

Agenda & Meeting Minutes

CCLA Deposit Fund as at 30.08.24			£50,000.00
Total Available			£174,603.73
Less September Payments		£11,790.21	
Less unrepresented payments			
Deposits (CCLA Interest)	£213.92		
Other income	£1,499.00		
Precept 2nd	£64,594.50		
Deposits (Ring Fenced Interest)	£68.85		
Bank Statement			£123,213.92
Total Funds at 30.09.24			£229,189.79

PC/24/10/219 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.

Proposed – Councillor Graham Skinner

Seconded – Councillor David Harries

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>
07.10.2024	Southern Electric	1559685	HA 1980	Street Lighting – August 2024	£23.53	£413.14
07.10.2024	Siemens	3735449	LGA 1972 S111	Photocopier Lease	£40.00	£240.00
07.10.2024	Microsoft 365 Licence		LGA 1972 S111	Renewal (was expected in September but came out of bank on 7 th Oct)	£24.72	£148.32
07.10.2024	Onecom	7337178	LGA 1972 s111	August Parish Office Telephone and Broadband	£6.40	£38.40
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
07.10.2024	DNH Contracts	2700	Litter Act 1983 S5,6	Emptying of dog and litter bins for September	£88.20	£529.20

Bugbrooke Parish Council

Agenda & Meeting Minutes

07.10.2024	BSACCA		LGA 1972 s111	Parish Office Rent and Room Hire for October		£TBC
07.10.2024	Howkins & Harrison	INV-79921	LGA 1972 s124.	Fees for Land Valuation	£50.00	£300.00
07.10.2024	Peter Wilkins		LGA 1953 s4.	Remove broken glass from Kislingbury Road Bus Shelter		£25.00
07.10.2024	Northants Police	31004024	LG & Rating Act 1997, S31	2 nd PCSO payment		£15,327.00
07.10.2024	HMRC		LGA 1972 S112	September Tax and NI		£407.98
07.10.2024	Mrs N Palmer		LGA 1972 S112	September Salary		£1629.70
07.10.2024	Northamptonshire Pension Fund	421300022464	LGA 1972 S112	LGPS contribution		£599.05
07.10.2024	AR Groundwork LTD	16	Local Government (Misc) Act 1976, s19	Producing and replacing Rugby Club and Community Centre sign	£130.00	£780.00
07.10.2024	P.Warden	7147	Open Spaces Act 1906	Grass Cutting	£116.40	£698.40
10.10.2024	Electricity Network Contractors	0837	HA 1980	Streetlight Repairs	£80.00	£480.00
07.10.2024	R&G Ground Maintenance	121154	Open Spaces Act 1906	Various Mows	£54.00	£324.00
07.10.2024	Bank Charges		LGA 1972 s111	September Bank Charges		TBC
Ratification						
11.09.2024	R&G Ground Maintenance		Open Spaces Act 1906	Various Mows	£113.80	£682.80
18.09.2024	Land Registry Search		LGA 1972 s111			£6.00

PC/24/10/220 SECOND QUARTER REPORT

Councillors had seen the report and did not have any questions.

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

Proposed – Councillor Phil Bignell

Seconded – Councillor Colin Russell

All in favour.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/24/10/221 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 Graham Skinner

Seconded – Councillor Brian Curtis

All in favour.

PC/24/10/222 VAT RECLAIM

The clerk has submitted a VAT claim from 1st April to 30th September totalling £3,801.65.

RESOLUTION – It was resolved that Bugbrooke Parish Council acknowledge the submission of the VAT reclaim.

Proposed – Councillor Jane Wood

Seconded – Councillor Brian Curtis

All in favour.

PC/24/10/223 VILLAGE PLAN FOR THE BUDGET

The clerk had updated the plan for the village activities and councillors had had the opportunity to review it and add any comments. There was some discussion and Gym Equipment upgrade was to be added to the plans.

RESOLUTION – It was resolved that Bugbrooke Parish Council had reviewed the village plan and it contains items the council wish to include in the budget.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

PC/24/10/224 CHURCH CARPARK

The clerk had obtained one quote for the carpark and would seek others before proceeding however, the carpark will need to be cleared the day before so ideally this work would be left until the spring, and this would mean it can be added to the budget. Councillors discussed this and agreed to complete in the spring. This item is therefore on hold.

PC/24/10/225 CHAPEL UPDATE

Councillor John Curtis gave an update stating that the 5 trustees who live all over the country are responsible for the chapel. Councillor Curtis went for an interview to ensure the community of Bugbrooke was represented in the decisions on how the chapel is run but he was told that he would need to attend 3 meetings before they would decide if he was acceptable. Councillor Curtis felt that he was not going to be suitable for the role as he would not necessarily agree with the trustees, and

Bugbrooke Parish Council

Agenda & Meeting Minutes

he felt the trustees did not want to be challenged. Councillors Curtis wants the best for the community; therefore, other local people will need to put themselves forward so that Bugbrooke's best interests can be considered. There has been a severe lack of investment and essential maintenance over the years and the heating, kitchen and toilets have not been updated and are all in desperate need of attention.

PC/24/10/226 BIRDS HILL

Councillor Phil Bignell has requested a weight limit, and a reply had been received from Helen Howard regarding a temporary weight limit being imposed as the verges have been cut up by the lorries and the already cracked canal bridge could be at risk with increased heavy traffic. This will be implemented quickly by WNC and Heygates will be asked not to use this route.

PC/24/10/227 REPAIR SHOP

The clerk had a request from Councillor Parry to investigate a repair shop. The Environmental Group had investigated it in the past but with the Community Café being interesting in hosting once a month with support from the parish council, this could potentially be set up. Councillors were concerned for the safety of repairs and spoke about investigating disclaimers. The clerk will follow up with investigations and report back in the new year.

PC/24/10/228 LINK REPORT

The clerk has distributed a finance report from the treasurer of Bugbrooke LINK magazine, the council have previously agreed and budgeted for a donation to the village magazine, so the report was just for information and councillors again confirmed a willingness to make a £1500 annual contribution and include it within the budget. If LINK required further funding they should again feel free to contact the parish council.

PC/24/10/229 VILLAGE PLANTERS & HANGING CHRISTMAS TREES

The clerk had provided a report that councillors had read. They were happy with the planters and would like to continue with the same style next year but prepare the ground and slightly alter the position of the ones in Johns Road to make them more visible. Last year the clerk had mentioned the idea of a Christmas tree on the green, but this presented too many obstacles so this year a quote had been obtained for solar powered Christmas trees that hang on the lamp posts. It would cost around £500 for 3 half trees. Councillors were divided on whether this was a good idea or not so a vote was taken.

RESOLUTION – It was resolved that Bugbrooke Parish Council would trial 3 Christmas tree halves on the lamppost of the greens.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

7 councillors were in favour of trying the Christmas Trees and 2 were against.

PC/24/10/230 HIGHWAYS UPDATE

Councillor Graham Skinner gave an update.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/24/10/232 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls* - A property in West End keeps the garden maintained but over hanging foliage is making it difficult to go through narrow pathway.

C *Footpaths* – Ace Lane needs cut back, and streetlight is covered. Trent Valley tree is over hanging and this needs to be addressed by the property that backs on to the path.

D *Street Lighting* – Councillors have seen a full report for the clerk regarding streetlights. It has been a challenge for a number of years to find a reliable contractor and for management and safety of the streetlights it feels like the right time to enter into a maintenance contract. The clerk has always wanted to ensure value for money and in some years a contract may be more expensive, but lights will be repaired within 10 days guaranteed, other years the council will save money depending on the number of streetlights that need to be repaired.

Councillors discussed the pricing, and the clerk was asked to confirm if there was a tie in time on the contract, councillors were then asked by the chairman if they wanted the parish council to enter into a contract with E-ON.

RESOLUTION – It was resolved that Bugbrooke Parish Council enter a streetlight maintenance contract with E-on.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

E *Highways and Transport* – Corn Hill just passed the Wharf dip in the road and get hold of the contractors that put it in due to natural subsidence.

F *BSACCA*- Nothing to report.

F *Millennium Green* – Saturday 9th November working party all welcome for collecting leaves.

G *Environmental Group* – 2nd Nov stand at Church fair 3rd Nove 6th meeting 15th Air ambulance. 2 areas mowed –

H *Defib* – Going forward it would be good for everyone to have the same units. Financial support for the clubs having a defib could be arranged. A donation of £100 to all with a defib in the village who applied to help with maintenance, but the parish council would have no responsibility for their working order.

I *Patient Participation Group*- Covid vaccine clinics – 4 volunteers have been manning the carpark and very efficiently.

PC/24/10/231 DATES FOR 2025

Councillors had been given a list of dates as the clerk wanted to confirm if The Annual Parish Meeting should be held at 6.30pm on the 14th April, same night as council meeting or if would like to do it on a different date, week before or on Saturday 5th and combine it with a meet the candidates for the election. Councillors wanted to confirm the date of the Election. The clerk knew this was considered when creating the dates and believed it to be 1st May but this was not confirmed at the meeting so it will be discussed next month.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/24/10/232 ITEMS FOR CONSIDERATION ON THE NOVEMBER AGENDA

- Dates for 2025

PC/24/10/233 DATE OF NEXT MEETING

Monday 11th November 2024 at 7.30pm in the small hall at Bugbrooke Community Centre.

PC/24/10/234 CAPTAINS CLOSE

EXCLUSION OF PRESS AND PUBLIC To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations the public and press be excluded during consideration of the following item:

- CAPTAINS CLOSE

Councillors had been offered first refusal on the sale of this land in the centre of the village. For over 6 years councillors had created a fund to purchase this land should it become available. The clerk had the land valued, contacted insurance, had an estimate for legal fees and tree works so councillors had all the key information that needed to make a decision. The amount to offer was discussed in detailed. There was then a vote from the councillors on whether to put in an offer and the amount.

7 Councillors voted to proceed and offer to buy the land. 3 abstained.

The clerk was asked to write to the owners to put in the offer.

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

End of Minutes

CHAIRMAN:.....

DATE:.....