

# BUGBROOKE PARISH COUNCIL

Chairman: Councillor Phil Bignell  
Clerk: Nicola Palmer

Parish Office  
Camp Close  
Bugbrooke  
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4<sup>th</sup> October 2021

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## NOTICE OF MEETING

I hereby summon you to the **Monthly Meeting of the Parish Council** which will take place on **Monday 11th October 2021 at 7.30 p.m.** in the Small Hall at the Community Centre, Camp Hill, Bugbrooke.

I enclose the minutes of the meeting held on 13th September 2021 and accompanying papers as appropriate. The agenda has been posted on the website and at the Parish Office. Members of the public and the press are invited to attend. They may not take part in the parish council meeting itself, but there will be a public question time as mentioned below. **PLEASE NOTE THAT THIS MEETING WILL FOLLOW SOCIAL DISTANCE MEASURES INLINE WITH CORONAVIRUS RESTRICTIONS.**

Yours faithfully,

Nicola Palmer  
Clerk to the Parish Council

To:

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)

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
2. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA
3. TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING
4. TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th SEPTEMBER 2021
5. PUBLIC QUESTION TIME  
Up to ten minutes, or more at the chairman's discretion, to allow questions from electors. Three minutes maximum be allowed for each person.
6. UNITARY COUNCILLOR REPORT
7. REPORTS ON ISSUES PREVIOUSLY RAISED
8. PLANNING  
Planning Applications are shown below:

**8a. WNS/2021/1448/TPO - 33 High Street Bugbrooke NN7 3PA - TPO 04/1991 - Horse chestnut white blossom. Reduce height by 5 metres and raise canopy by 2 meters as branches getting caught on car roof.**

**8b. WNS/2021/1449/TCA - 33 High Street Bugbrooke NN7 3PA - Horse chestnut (1) in our back garden without TPO please see attached diagram of the 2 branches I would like removed or reduced in length as not to cause damage to neighbouring property. It is situated at the top of our garden very close to the boundary. There is also a second tree (2) in the back garden that I would like reduced in height by a third so 6 meters and canopy raised by a meter. A Branch from this fir tree has been ripped off in bad winter weather. It is an enormous tree and even reducing it by a third it will still be a statuesque tree.**

**8c. WNS/2021/1485/LBC & FUL - Park Hall Church Lane Bugbrooke NN7 3FD - Alterations and extension to main house, outbuildings, and access and to construct fourteen new dwellings, 3 self-contained living units and 2 self-contained holiday lets.**

**8d. WNS/2021/1478/FUL - Bugbrooke Football Club Camp Hill Bugbrooke NN7 3PH - Erection of covered spectator shelter to accommodate 100 people.**

**8e. WNS/2021/1527/LBC & FUL - Shenstone 7 High Street Bugbrooke NN7 3QF - Listed building consent to change 2 x French doors to 1 x French door, including removal of wall between existing doors. Proposed wooden log cabin within the garden.**

#### 9. FINANCIAL MATTERS

9a. [A financial statement](#) and reconciliation for the month ending 30th September has been circulated with the agenda.

9b. [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 and will be circulated before the meeting.

9c. [Half Year Budget Report](#) A report and briefing note is attached to the agenda detailing spend to date.

9d. [Draft Budget](#) The clerk is working on the draft budget for 2022/2023, the Finance Committee met on 4<sup>th</sup> October and a copy of the Draft Budget is attached to the agenda.

9e. [VAT Return](#) The clerk has submitted a VAT reclaim for £3447.47 for the period of 01/04/21 – 30/09/2021.

#### 10. POLICE MATTERS

10b. [PCSO Report](#) A report from the PCSO is attached to the agenda.

#### 11. PARISH MATTERS

##### *Monthly Inspection Sheets and any urgent Parish Matter only*

To be submitted to the clerk electronically where possible. To avoid any confusion Inspection Sheets are due from the following Councillors – Area 1 – Jane Wood, Area 2 – Des Morris, Area 3 – Catherine Parry, Area 4 – Brian Curtis, Area 5 – Phil Bignell.

*B      Hedges/Trees/Fences/Walls*

Reports of overgrown vegetation can be made to the clerk at this point.

*C      Footpaths*

*D      Street Lighting*

*E      Highways and Transport*

Clerk to provide an update.

*F Millennium Green*

12. BUGBROOKE CHARITIES

A briefing note has been attached to the agenda.

13. ENVIRONMENTAL WORKING GROUP

A briefing note from Councillor Jane Wood is attached to the agenda.

14. POPPY WREATH & LARGE POPPIES

The clerk has taken receipt of the Poppy Wreath and it has been passed to Councillor Phil Bignell.

15. COUNCIL ACTION PLAN DRAFT

A draft copy an Action Plan has been attached to the agenda, councillors should come with a list of anything they would like to add.

16. PLANS FOR QUEENS PLATINUM JUBILEE IN JUNE 2022

A briefing note is attached to the agenda.

17. HANGING BASKETS

The baskets have been well received this year and will be taken down at the beginning of October. Arrangements for next year to be agreed.

18. PHONE BOX

Chairman to provide an update on the BT phone box.

19. DATE OF NEXT MEETING

Monday 8<sup>th</sup> November at 7.30pm in the small hall at Bugbrooke Community Centre.