

October 12, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

October 12, 2020

Monthly Meeting of the Full Council

held on Monday 12th October 2020 at 7.30 p.m. This meeting was held in accordance with The Local Authorities (Coronavirus) (Flexibility for Local Authority Meetings) (England) Regulations 2020. Due to the restrictions on social distancing the meeting was held remotely.

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Table of contents

In Attendance	2
Apologies for absence Absent	2
PC/20/10/154 Apologies for absence	2
PC/20/10/155 Declarations of Interest	2
PC/20/10/156 To sign and approve the minutes of the meeting held on 14 th September 2020.....	3
PC/20/10/157 Public question time	3
PC/20/10/158 Reports on Issues Previously Raised	3
PC/20/10/159 District Councillors Report	3
PC/20/10/160 Planning	3
PC/20/10/161 Financial Matters	4
PC/20/10/162 Accounts for payments	4
PC/20/10/163 Finance Committee	5
PC/20/10/164 Completion of Annual Governance & Accountability Return 2019/20	6
PC/20/10/165 Internal Financial Control Reviews	6
PC/20/10/166 Police Report	6
PC/20/10/167 Parish Matters	6
PC/20/10/168 Vehicle Activated Sign	7
PC/20/10/169 Community Centre Access and Tibbs Way	7
PC/20/10/170 ULEV Electric Charging Points	7
PC/20/10/171 War Memorial	8
PC/20/10/172 Primary School Play Area – Lease of the land from Northampton County Council	8
PC/20/10/173 Date of Next Meeting	9
End of Minutes	9

Bugbrooke Parish Council

Agenda & Meeting Minutes

In Attendance

Councillor Mrs. Linda Pope, Chairman
Councillor Phill Bignell
Councillor Mrs. Teresa Garlick
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Des Morris
Councillor Catherine Parry
Councillor Jane Wood

Mrs N Palmer – Deputy Clerk
Mrs S Bramley-Brown, Parish Clerk

4 members of the public

Apologies for absence

Councillor Ken Gardner
Councillor Terry Ward
Councillor John Curtis, BEM
Councillor Alan Kent
Councillor Ian Gordon
Councillor Ms Sarah Munday
Councillor Brian Curtis

Absent

PC/20/10/154 Apologies for absence

Apologies for absence had been received from Councillors Ms Sarah Munday, Gordon, Kent and John Curtis. The apologies were accepted and were excluded from the six month rule.

PC/20/10/155 Declarations of Interest

Councillor Henson declared that if the weed killing was discussed during the meeting, he had an interest in the company being used. Councillor Harries declared an interest in respect of his role as Chairman of the Millennium Green Trustees and Chairman of BSACCA.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/10/156 To sign and approve the minutes of the meeting held on 14th September 2020

The minutes of the meeting held on 14th September were approved, signed, and initialled by the Chairman

PC/20/10/157 Public question time

Four members of the public were in attendance, all of whom expressed an interest in the item on the agenda relating to the access to the Community Centre and traffic on Tibbs Way.

PC/20/10/158 Reports on Issues Previously Raised

Councillors had previously requested the Clerk to write to the head teacher at Campion School regarding the side gate not being re-opened. The Clerk had received a response which had been circulated to all Councillors, but the gate remained closed. Councillors requested that the Clerk should again write to the school and remind them that significant amounts of public money, both from the parish and the district council, had been spent on getting this facility re-opened and that Councillors wished to see it re-instated on the grounds of safety for Bugbrooke students.

PC/20/10/159 District Councillors Report

Councillor Bignell advised that The Forum remained closed with just a skeleton staff on duty. It was unlikely that the building would re-open before early 2021. He also advised that Towcester racecourse was now a covid test centre. Councillor Harries advised that Mr Martin Henry, head of finance at SNC had now been appointed Director of Finance for the new unitary authority and that this would be a very important role as it was becoming evident that money would be a very big issue for the new authority.

Councillor Harries informed the Parish Council of some information that had come to light in relation to footpaths in Bugbrooke which are shown on the Definitive Map held by the NCC and modifications which were carried out in 2016, but never notified to the council. He agreed to forward all the information that he held to the Clerk and it was suggested that an FOI request be sent to NCC. The Clerk will collate all the documents and report back at the next meeting of the Parish Council on way, if any the modifications have affected the village paths.

PC/20/10/160 Planning

The Clerk had received notification that the appeal against the refusal of planning permission in respect of Bugbrooke Barns, Kislingbury Road, had been upheld and that development of the site would now take place. It was noted that some of the Inspectors reasoning for allowing the

Bugbrooke Parish Council

Agenda & Meeting Minutes

appeal was basis on incorrect information and the Clerk was requested to write to the Inspectorate to point out the errors.

PC/20/10/161 Financial Matters

A Financial Statement and Month End Bank Reconciliation for the month ended 30t September 2020 had been circulated with the Agenda, and the figures were as follows:

Cash in Hand as at 01/08/2020	£26,654.42
ADD	
Receipts 01/08/2020 – 31/08/2020	£106,454.55
SUBTRACT	
Payments 01/08/2020 – 30/08/2020	£30,460.00
 CASH IN HAND	 £102,648.97
 Plus (CCLA Account)	 £40,000.00

RESOLUTION - It was proposed by Councillor Mrs Garlick and seconded by Councillor Morris that the Bank Reconciliation for the month ended 30/09/2020 should be approved. Agreed unanimously.

PC/20/10/162 Accounts for payments

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council. The final column on the right details the powers which authorise the payments below:

To whom	Service rendered	Amount (£)	Vat (£)	Power used for payment
Direct Debits				
Southern Electric	Street Lighting – September 2020	£401.01	£64.07	HA 1980
Internet Bank	Transfers			
HMRC	Clerk PAYE and N.I. September	£640.35		HMRC
Parish Clerk	September Salary and backdate pay	£1298.11		LGA 1972 S112
Deputy Clerk	September Salary and backdated pay	£1,175.71		LGA 1972 S112

Bugbrooke Parish Council

Agenda & Meeting Minutes

DNH Contracts	September Litter and Dog Bin emptying	£630.00	£105.00	Litter Act 1983 S5,6
Kay Iqbal	Bus Shelter Cleaning - September	£100.00		Parish Councils Act 1957
Mr P W Warden	Grass cutting - September	£636.00		Highways Act 1980
RPM	Playground Repairs	£504.00	£84.00	Open Spaces Act 1906
RPM	Basketball hoop replacement	£288.00	£48.00	Open Spaces Act 1906
Wave	Allotment Water May -= August	£166.67		Smallholdings and Allotments Act 1923
Zoom	Virtual meeting hosting - October	£14.39	£2.40	LGA 1972 S111
Microsoft 365	365 office licences	£270.12	£45.12	LGA 1972 S111
Aylesbury Mains	Streetlight Repair PL11	£47.40	£7.90	Highways Act 1980
Onecom	Parish Office telephone and Broadband - September	£36.00	£6.00	LGA 1972 S112
Royal British Legion	Annual Remembrance Day poppy wreath	£30.00		S137 LGA 1972
R&G	Mowing and weed spray	£2,480.95	£413.49	Open Spaces 1906
PFK Littlejohn	Annual Audit fees	£480.00	£80.00	LGA 1972 S111
Intercounty	Weed killing	£228.00	£38.00	Open Spaces Act 1906
Mr P Wilkins	Install of new bin at community centre	£72.75		LGA 1972 S111

	RESOLUTION It was proposed by Councillor Harries and seconded by Councillor Mrs Parry that these invoices were paid. Agreed unanimously.
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PC/20/10/163 Finance Committee

It was agreed that the Finance Committee would meet remotely prior to the November Parish Council to prepare the draft budget for 2021/22. The Clerk agreed to circulate the relevant papers in advance of the meeting.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/10/164 Completion of Annual Governance & Accountability Return 2019/20

The Clerk reported that she had received the completed AGAR from the external auditors, thereby satisfactorily completing the annual audit. Once again, the parish council had not received any adverse comments on its practices and procedures. A copy of the completed AGAR had been circulated with the Agenda and when approved would be posted to the parish council website.

RESOLUTION - It was proposed by Councillor Henson and seconded by Councillor Harries that the Parish Council approve the Annual Return and the Annual Governance Statement. Agreed unanimously.

PC/20/10/165 Internal Financial Control Reviews

The Clerk had circulated a Briefing Note with the Agenda, requesting that Councillors consider temporarily suspending a section of the Parish Council's Financial Risk Management, in relation to the quarterly report by the Internal Financial Control Councillor. Due to the current Covid restrictions had not been possible during the currently financial year, for the councillor to visit the office to complete the review. In the light of the criticisms previously made by the Internal Auditor that the Parish Council had failed to follow its own Financial Risk Management procedure, the Clerk requested the temporary suspension of the FRM – "The appointed Internal Financial Control Councillor shall meet with the Clerk on a quarterly basis to review all financial matters".

PC/20/10/166 Police Report

A copy of the PCSO report had been circulated with the Agenda.

PC/20/10/167 Parish Matters

- A. Monthly Inspection Sheets. The Deputy Clerk reported the inspection reports had been received with most of them being sent electronically.
- B. Hedges and Trees.
An overgrown hedge at the Paddocks was being removed.
Councillor Harries reported that as when the arboriculturalist attended a recent meeting he identified that a large Oak tree in the parish council's car park was in need of some urgent attention. Councillor Harries was to provide the Clerk with a copy of his report and she would then make the necessary arrangements to have works carried out.
- C. Footpaths. The Deputy Clerk had arranged for the nettles along the path from Meadway alongside Jubilee House down to the school field to be sprayed and the operative was just waiting for dry weather.
- D. It was reported that the fence by the primary school playing field was broken again and the Clerk was requested to write to the school. The damaged BT chamber on Levitts Road had

Bugbrooke Parish Council

Agenda & Meeting Minutes

still not been repaired and again the Clerk was requested to pursue this. is yet again swamped with nettles. This had been discussed at the footpath meeting and Councillors were asked if they agreed to have the weeds treated. This would result in the footpath being closed for few hours, so it was suggested we request a Sunday to have the work completed. All Councillors agreed and the Deputy Clerk was asked to arrange this.

- E. Streetlighting. The Deputy Clerk was still waiting to hear back from Jubilee House regarding leaving the back lights on. Councillors requested that they be chased for a response.
- F. Emergency Planning/Pathfinder II. In the absence of Councillor Ms Munday the matter was deferred until the November meeting.
- G. Highways and Transport. Numerus complaints had been received about parking in the vicinity of the primary school and Campion. Councillors were reminded that sometime ago NCC Highways had met with the Clerk and confirmed that there was nothing they could do in the way of additional signage. It was suggested that we could acquire “cardboard children” (a parking deterrent) and the Deputy Clerk was asked to investigate this idea.
- H. Patient Participation Group. Councillor Mrs Garlick reported that the flue jab outdoor clinics had run very well and received a very positive response from surgery users.
- I. Millennium Green. Councillor Harries reported that the trees had been inspected and he would report back when the report had been discussed by the Trustees.

PC/20/10/168 Vehicle Activated Sign

The Deputy Clerk confirmed in order to take the project further the Parish Council needed to establish a team. The Clerk was requested to put a post on the Facebook page to ask for volunteers to help relocate the device.

PC/20/10/169 Community Centre Access and Tibbs Way

A letter had been received from residents of Tibbs Way, which had been circulated with the Agenda. Councillors had a lengthy discussion around the issues, which involve NCC Highway and BSACCA. Councillors had every sympathy with the residents and confirmed they would do what they could to secure an improvement. The Clerk was requested to arrangement a meeting with NCC Highways and representatives of the residents would be invited to attend. This would be to discuss road markings and signage. It would then be for BSACCA to address the issues surround the entry point and the gates.

PC/20/10/170 ULEV Electric Charging Points

Councillors had previously provided comments to the Deputy Clerk and these had been submitted to the project team at NCC. The team’s response had been circulated with the Agenda. Councillors continued to oppose the installation of the charging points at this location and the Deputy Clerk was requested to again advise the project team accordingly.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/10/171 War Memorial

The Deputy Clerk had commenced investigations into the feasibility of a new memorial for the village. The Clerk advised Councillors that she had now spoken with advisers at the War Memorials Trust. Due to the fact that the village already has a Memorial Window in the church, steps would have to be taken to ensure that there was no duplication in the memorials, so it could not be dedicated to named individuals, but only to service personal who had served in any conflict. Furthermore new memorials are not permitted to have specific religious symbols – i.e a cross or a star, and would therefore have to be a plain obelisk or a mould or block. The possible locations were limited – three had been identified – Wagon and Horses Green behind the bus shelter; The corner of the Paddocks and High Street or the Millennium Green. Councillor Harries advised that the terms of the trust for the green would not permit it to be placed there. The cost, even of a very simple memorial would be in the region of £10 - £15,000. It was agreed that people's expectations would need to be carefully managed and therefore it was agreed that the Clerk be requested to write an article for the December edition of the Link, to gauge public opinion and to set up a list of people who were willing to form part of a project team to fund raise for the project. They would then be responsible for taking the idea forward and whilst if an application was submitted for a grant from the Parish Council, this would probably be favourably received, the Parish Council did not have funding available to implement the proposal.

The Chairman asked which Councillor would present the wreath on behalf of the Parish Council and it was proposed that this should be Councillor Ward. The Clerk was requested to contact him.

PC/20/10/172 Primary School Play Area - Lease of the land from Northampton County Council

The Clerk had been advised by the County Council's estates department that the Parish Council's 10-year lease of the play area had expired in July 2020. They had carried out a consultation with the primary school who were apparently happy for the retention of the play area. Councillors were required to confirm that they wished to continue to provide the play area at this location and that, subject to contract, agreed to the county council granting a new lease on the same terms as the previous lease, i.e. on a 10 year term outside of the 1954 Act, at a peppercorn rent, with insuring and repairing responsibility falling to the Parish Council (as far as it does in the existing lease), and with the tenant (i.e. the parish council) to pay the landlord's legal fees in relation to the preparation, negotiation and completion of the lease, as per the previous lease. The Clerk has requested NCC provide an estimate of the legal costs but this had not yet been received.

RESOLUTION - It was proposed by Councillor Bignell and seconded by Councillor Mrs Parry that the Parish Council should request that NCC renew the lease for the play area on the same terms as the previous lease. Agreed unanimously.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/20/10/173 Date of Next Meeting

Monday 9th November at 7.30. p.m. via Zoom. The issue of resuming face to face meeting was not discussed due to the increase in covid infection rates locally and the possibility of a further full or partial lock down.

There being no further business the Chairman closed the meeting at 20.36 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....