

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 11th October 2021 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Tiffany Cotterill (she/her)
Councillor Brian Curtis
Councillor John Curtis, BEM

Councillor David Harries, BEM
Councillor Des Morris
Councillor Catherine Parry
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

IN ATTENDANCE

(Approximately) 45 Members of the Public

Nicola Palmer – Clerk
Adam Brown Unitary Councillor

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Ian Gordon	Personal	Yes
Councillor Paul Henson	Personal	Yes
Councillor William Marriott	Personal	Yes
Councillor Scott Millar	Personal	Yes
Councillor Colin Russell	Personal	Yes
Councillor Mark Copp	Personal	Yes
Absent		

PC/21/10/223 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received from the councillors listed above, all were excluded from the 6-month rule.

PC/21/10/224 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Interests were declared by Brian Curtis in respect to the Park Hall Application due to the vicinity of his house.

PC/21/10/225 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Councillor Jane Wood is now a governor at the primary school.

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PC/21/10/226 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th SEPTEMBER 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/21/10/227 PUBLIC QUESTION TIME

There were over 40 members of the public present and although only 10 minutes is allocated to public participation the chairman allowed 25 minutes due to the number of people who had taken the time to attend the meeting. Points raised included: The planning application for the car park at the Community Centre. The resident wanted to ensure that the drainage would be considered, raised concerns about lighting and welcomed screening. Most of the public were attending the meeting due to the Park Hall planning application. Many of the points raised related to the Hall and concerns around the proposal for it to be used as a wedding venue, many of those aspects including noise, marquees, smoking areas. The chairman replied to inform members of the public these aspects would be addressed at a later stage through the required licences. There were comments regarding the loss of part of the ancient field to the 14 houses being build, access, flooding and parking were also major concerns. There were also positive comments around the restoration of the Hall and praise for the work that has already been undertaken in the grounds.

PC/21/10/228 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown commented that the application at Park Hall would be considered a major application so would involve all the associated agencies from Highways, Environmental Services, English Heritage and Anglian Water. He confirmed it was not unusual for applications to look at the restoration of the Hall in the same application to the development of houses. He encouraged any comments to be added to the application on the West Northamptonshire/ South Northants planning website. He notified the councillors and members of the public that there was a consultation open on the Bus Lane on Weedon Road and asked for people to complete the survey and express their views. He suggested that people may also be interested in the Strategic Planning Document - Part 1; which would be looking at areas for development but would not be complete until 2024. He was not yet aware of what the Council Tax demand would be.

PC/21/10/229 REPORTS ON ISSUES PREVIOUSLY RAISED

- The clerk informed the council that the Insurance company had been appointed as agreed at the last meeting.
- Highways had supplied temporary signs for Birds Hill to say 'No Heavy Good Vehicles' these had already been removed. The signs are on highways list to install when budgets allow – the Parish Council have offered to contribute if it will help ensure that the signage is installed sooner.
- Western Power have replaced the fence at the substation on Church Lane.

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PC/21/10/230 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 – **No objection.**

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 – **No objection and would support further remedial work than is detailed on the application to the large tree at the back of the garden.**

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 – **Councillor voted to defer the discussion about the application until a site visit, further information and more councillors were present as it was felt to be such a major application in the village.**

RESOLUTION – It was proposed that discussions and decision on the Park Hall application be deferred until November. The clerk was asked to contact the case officer at the Planning department and request an extension and a site visit for councillors.

Proposed – Councillor Phil Bignell

Seconded – Councillor Catherine Parry

All in favour.

8d. WNS/2021/1478/FUL - Bugbrooke Football Club Camp Hill Bugbrooke NN7 3PH - Erection of covered spectator shelter to accommodate 100 people – **No objection.**

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 - **No objection.**

FINANCIAL MATTERS

PC/21/10/231 A financial statement and reconciliation for the month ending 30th September has been circulated with the agenda.

RESOLUTION – It was proposed that accounts below be accepted.

Proposed – Councillor Phil Bignell

Seconded – Councillor Jane Wood

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	Income	Receipts	Totals
Current Account as at 31.08.21			£63,669.40
Current Account (Ring fenced)			£30,001.14
CCLA Deposit Fund as at 31.08.21			£40,000.00
Total Available			£133,670.54
Less September Payments		£10,933.73	
Deposits (CCLA Interest)	£0.91		
WNC Precept	£57,319.50		
Deposits (Ring Fenced Interest)	£0.25		
Bank Statement			£110,056.08
Total Funds at 30.09.21			£180,057.47

PC/21/10/232 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.

<u>Direct Debits</u>						
<u>Date</u>	<u>Payee</u>	<u>Invoiced</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
04.10.2021	Southern Electric	71/67	HA 1980	Street Lighting – Sep 2021	£63.93	£400.19
04.10.2021	Onecom		LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
04.10.2021	Microsoft	E030 OG3J MR	LGA 1972 S112	Parish Office Microsoft Office 365	£22.13	£132.76
04.10.2021	NEST		LGA 1972 s111	September Pension Contribution		£86.82
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
04.10.2021	PW Warden Environmental	6982	Highways Act 1980-S96	September mowing of verges	£106.00	£636.00
04.10.2021	R&G	1178 16	Open Spaces Act 1906 S6	Mowing of Playing and Cricket Field	£257.02	£1542.14

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04.10.2021	DNH Contracts	1853	Litter Act 1983 S5,6	Emptying of dog and litter bins for September	£84.00	£504.00
04.10.2021	Aylesbury Mains	2059 7	HA 1980	16 Johns Road Light Repair	£16.72	£100.32
04.10.2021	K&J Hird	3848	Open Spaces 1906	Installation/Water for Hanging Baskets	£310.00	£1860.00
04.10.2021	HMRC		LGA 1972 S112	September Tax and NI		£144.42
04.10.2021	Mrs N Palmer		LGA 1972 S112	September Salary		£1115.61
04.10.2021	Nicola Palmer Expenses		LGA 1972 S112	Stationery		£9.16
04.10.2021	KTC	5011	Open Spaces 1906	Weld vandalised fence around MUGA	£20.00	£120.00
04.10.2021	NCALC	1474	LGA 1972 S112	Flying Start Training x 3 councillors		£132.00
04.10.2021	RPM	4571	Open Spaces 1906	Maintenance work to School Lane Playground – reattach vandalised handle	£30.00	£180.00
	RATIFICATION of PAYMENTS MADE IN SEPTEMBER					
27.09.2021	MR J PERKINS (Royal British Legion)		S137	Poppy Wreath		£30.00

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

Proposed – Councillor Catherine Parry

Seconded – Councillor Brian Curtis

All in favour.

PC/21/10/233 Half Year Budget Report

The clerk had issued a report to councillors showing that the council are in a good position and had not encountered any significant overspend. The only exception was to the Playground Maintenance, but this spend had been agreed and money from elsewhere in the budget reallocated to cover the spend.

RESOLUTION – It was proposed that councillors were happy with the half year budget report.

Proposed – Councillor Catherine Parry

Seconded – Councillor David Harries

All in favour.

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PC/21/10/234 Draft Budget

The Finance working party met on the 4th October to review and discuss the draft budget. Councillors had the opportunity to review and discuss the proposed spend.

RESOLUTION – It was proposed that councillors were satisfied with the draft budget and proposed that the clerk draw up the final budget for approval along with the precept.

Proposed – Councillor Catherine Parry

Seconded – Councillor David Harries

All in favour.

PC/21/10/235 VAT Return

The clerk has submitted a VAT reclaim for £3447.47 for the period of 01/04/21 – 30/09/2021. The clerk confirmed this had been paid into the account at the beginning of October.

POLICE MATTERS

PC/21/10/236 PCSO Report

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

PC/21/09/237 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets are due from most areas and the two outstanding would be delivered to the office within the next few days.

B *Hedges/Trees/Fences/Walls*

Hedges in Spencer Close and Chipsey Avenue were reported as needed attention from the owners.

C *Footpaths*

The fence at the school field was discussed as it has been very wobbly. The school had requested that instead of repairing it that they remove it. As the fence belongs to the school the parish council felt that was their decision to make.

D *Street Lighting*

The clerk reported PL117 on the High Street for repair. PL07 had been reported by Councillor Morris and was scheduled for the hedges to be cut.

E *Highways and Transport*

The clerk was asked if there was a timeline for the extension of the 20mph zone from the High Street to Church Lane, it was confirmed it would not be until 2022.

F *Millennium Green*

The Millennium Green Trust have decided not to use the Queens Canopy as part of the Queens Platinum Jubilee celebrations. They have instead opted to create an avenue of trees that will retain open space between them and create a colourful display. They are opting for Copper Beech, Black Cherry, and Liquid Amber varieties.

PC/21/10/238 BUGBROOKE CHARITIES

The clerk explained that the Bugbrooke Charities wished to close the accounts as there had been no requests for money in the last 2 years despite advertising the charities. The funds need to be

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distributed to relevant charities that fit the purpose of the 'Relief in Need' fund and 'The Advancement of Life'. It was suggested that the Bugbrooke Community Cafe CIC may fit the criteria. It certainly matches the 'Relief in Need' intentions, and it was thought that if the Charity Commission agrees they may be able to create a pot that continues the goals of 'The Advancement of Life' fund. The clerk was requested with the help on Councillor Parry to contact Tony Pace and then the Charity Commission to establish what would be possible and report back to the council.

RESOLUTION – It was proposed that the clerk contact Tony Pace in the first instance and then the Charity Commission to establish what could be done with the funds if the charities be closed.

Proposed: Councillor David Harries

Seconded: Councillor John Curtis

All in favour.

PC/21/10/239 ENVIRONMENTAL WORKING GROUP

All councillors thought that this was a good idea and were supportive of the proposal. The chairman suggested that the initial group of councillors draw up the terms of reference. The group would then be opened up to the wider community with councillors suggesting that perhaps it includes young representatives from the schools.

RESOLUTION – It was proposed that an Environmental Working Group be established and that Councillors Wood, Cotterill and Slater draw up the terms of reference.

Proposed: Councillor Jane Wood

Seconded: Councillor Tiffany Cotterill

All in favour.

PC/21/10/240 POPPY WREATH & LARGE POPPIES

The clerk confirmed that the wreath had been delivered and collected by the Chairman. The large poppies that have previously been displayed on the lampposts appear to have been misplaced. They have potentially been taken from the Parish Office post box. Councillors confirmed that they had been starting to look worn and it was suggested that perhaps the clerk look at a permanent wreath to be placed by 'Tommy' on the green as the current wreath is faded and although it will be replaced at the end of November it might be nice to have something else as well. The clerk will investigate.

PC/21/10/241 COUNCIL ACTION PLAN DRAFT

This item was deferred until more of the councillors are present.

PC/21/10/242 PLANS FOR QUEENS PLATINUM JUBILEE IN JUNE 2022

It was agreed that the proposal for the Big Lunch on the 5th June might be a nice activity for the parish council to get involved in. The Big Lunch is to be held nationally and encourages the community to get together and have street parties or picnics. Councillors commented that there were numerous streets in the village that would perhaps want to organise their own street party but there were others where a party in the street such as John's Road, Church Lane, and the High Street

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for example where that would not be possible. It was suggested that the Community Centre playing fields could be used as an alternative to bring people together. The clerk was requested to liaise with the organisations in the village to ascertain if they are interested in being involved. The clerk confirmed she would check if there were fixtures planned on the 5th of June or if the area would be available and report back.

PC/21/10/243 HANGING BASKETS

The clerk confirmed that the baskets had now been taken down. The company responsible for watering them said they were by far the best they had seen this year. Councillors agreed they had been glorious this year. Councillors we asked if they were happy for the Sandy Lane Plants to store the baskets ready to fill them next year.

RESOLUTION – It was proposed that Sandy Lane Plants be reappointed to fill the hanging baskets in 2022 and that they store the baskets for the parish council over the winter.

Proposed: Councillor Phil Bignell

Seconded: Councillor David Harries

All in favour.

PC/21/10/244 PHONE BOX

The phone is still working although councillors would be interested to know when it was last used. The clerk was requested to contact BT in the hope they will repair the missing panes and to request that it is painted or failing that that the parish council have permission to paint it.

PC/21/10/245 DATE OF NEXT MEETING

Monday 8th November at 7.30pm in the small hall at Bugbrooke Community Centre. The clerk would confirm the date of the extraordinary planning meeting and issue an agenda in due course.

There being no further business the chairman closed the meeting at 9.21 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....