

# Bugbrooke Parish Council

## Agenda & Meeting Minutes

### Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday  
13th November 2023 at 7.30pm in Bugbrooke Community Centre.

#### PRESENT

Councillor Philip Bignell  
Councillor Brian Curtis  
Councillor David Harries, BEM  
Councillor Paul Henson

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

#### IN ATTENDANCE

2 Members of the Public

Nicola Palmer – Clerk

#### APOLOGIES & ABSENT

| Apologies were accepted from:       | Reason:  |
|-------------------------------------|----------|
| Councillor Tiff Cotterill (she/her) | Personal |
| Councillor Ian Gordon               | Personal |
| Councillor Mark Copp                | Personal |
| Councillor Clare Slater (she/her)   | Personal |
| Councillor Graham Skinner           | Personal |
| Councillor John Curtis, BEM         | Personal |
| Absent                              |          |
|                                     |          |

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### PC/23/11/234 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

### PC/23/11/235 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None.

### PC/23/11/236 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

### PC/23/11/237 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> OCTOBER 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/23/11/238 PUBLIC PARTICIPATION

2 members of the public attended. Barry Davies had attending to talk about relocating Homestead Farm. He apologises for not putting it on the agenda and spoke briefly about his clients intention to put in an application to relocate the farm buildings on to the Heyford Road, some would physically be moved others wouldn't withstand relocation so would be replaced, there would also be an application for permission for 3 dwellings at Homestead Farm accessed via the existing entrance on Kislingbury Road.

### PC/23/11/239 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was unable to attend the meeting but had sent an update that was read out by the clerk.

### PC/23/11/240 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided an update on tasks that had been completed in the village including the replacement of 3 dog bins, cutting back foliage around street names, painting of bollards and over graffiti, the gaps left by the glass bricks and a deep clean of the benches and the bus shelters including the roofs.

### PC/23/11/241 PLANNING

None had been received this month.

### POLICE MATTERS

#### PC/23/11/242 POLICE MATTERS - PCSO Report

Councillors had received and read the report.

#### PC/23/11/243 POLICE MATTERS - PCSO PRICE INCREASE

The National Police staff pay award negotiations for September 2023 have now concluded and have resulted in 7% pay award for PCSOs. In addition, the average spinal point increase for PCSO's has

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also increased by 2.1%, reflecting that individuals holding PCSO roles are experienced officers. Taking these increases into account, for 2024/25, the cost to sponsors of a sponsored PCSO will increase by £3,836 to £45,981. This increase will take effect from 1st April 2024. The cost to Bugbrooke Parish Council is £30,654. Councillors had previously resolved to continue with the PSCO scheme and had anticipated an increase.

### PC/23/11/244 POLICE MATTERS – Parking at Campion

As discussed last month a group including the school, police & highways are arranging a date to meet – this date is not yet confirmed.

### FINANCIAL MATTERS

PC/23/11/245 A financial statement and reconciliation for the month ending 31<sup>st</sup> October had been sent with the agenda.

**RESOLUTION – It was resolved that accounts below be accepted.**

**Proposed – Councillor Will Marriott**

**Seconded – Councillor David Harries**

**All in favour.**

|                                                    | Income    | Receipts   | Totals             |
|----------------------------------------------------|-----------|------------|--------------------|
| Current Account as at 30.09.23                     |           |            | £123,319.15        |
| Current Account (Ring fenced)                      |           |            | £55,166.18         |
| CCLA Deposit Fund as at 30.09.23                   |           |            | £50,000.00         |
| Total Available                                    |           |            | £228,485.33        |
| Less October Payments                              |           | £21,518.79 |                    |
| Less unrepresented payments                        |           |            |                    |
| Deposits (CCLA Interest)                           | £204.67   |            |                    |
| VAT Reclaim                                        | £3,960.64 |            |                    |
| Deposit from Current Account to Ringfenced Account | £0.00     |            |                    |
| Deposits (Ring Fenced Interest)                    | £70.13    |            |                    |
| <b>Bank Statement</b>                              |           |            | <b>£105,965.67</b> |
| <b>Total Funds at 31.10.23</b>                     |           |            | <b>£211,201.98</b> |

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PC/23/11/246

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.

| <b>Direct Debits</b> |                                  |                |                                  |                                                     |               |              |
|----------------------|----------------------------------|----------------|----------------------------------|-----------------------------------------------------|---------------|--------------|
| <b>Date</b>          | <b>Payee</b>                     | <b>Invoice</b> | <b>Statutory Power</b>           | <b>Description</b>                                  | <b>V.A.T</b>  | <b>Total</b> |
| 01.11.2023           | Southern Electric                |                | HA 1980                          | Street Lighting – October 2023                      | £79.46        | £450.75      |
| 01.11.2023           | Onecom                           | TBC            | LGA 1972 s111                    | October Parish Office Telephone and Broadband       | £6.00         | £36.00       |
| 01.11.2023           | NEST                             |                | LGA 1972 s112                    | October Pension Contribution                        |               | £108.31      |
| <b>Transfers</b>     |                                  |                |                                  |                                                     |               |              |
| <b>Date</b>          | <b>Payee</b>                     |                | <b>Statutory Power</b>           | <b>Description</b>                                  | <b>V.A.T.</b> | <b>Total</b> |
| 01.11.2023           | DNH Contracts                    | 2461           | Litter Act 1983 S5,6             | Emptying of dog and litter bins for October         | £87.57        | £642.60      |
| 01.11.2023           | HMRC                             |                | LGA 1972 S112                    | October Tax and NI                                  |               | £427.18      |
| 01.11.2023           | Mrs N Palmer                     |                | LGA 1972 S112                    | October Salary                                      |               | £1547.38     |
| 01.11.2023           | Mrs N Palmer                     |                | LGA 1972 S112                    | Stationary Expenses                                 |               | £61.23       |
| 01.11.2023           | K&J Hird                         | 6462           | Open Spaces Act 1906             | Instillation, derig and watering of hanging baskets | £310.00       | £1860.00     |
| 01.11.2023           | BSACC                            |                | LGA 1972 s111                    | Office Rental, Hall Hire for October                |               | £207.50      |
| 01.11.2023           | Kay Iqbal                        | 1656           | LGA 1953 Mis S4                  | Bus Shelter Cleaning                                |               | £176.00      |
| 01.11.2023           | Jane Wood                        |                | Open Spaces Act 1906             | Litter Pickers – 3 more                             |               | £35.74       |
| 01.11.2023           | R&G                              | 120248         | Open Spaces Act 1906             | Verti Drain of pitches                              | £188.67       | £1132.02     |
| 01.11.2023           | R&G                              | 120257         | Open Spaces Act 1906             | Tripple Mow                                         | £80.40        | £482.40      |
| 01.11.2023           | Jane Wood                        |                | LGA (Misc. Provisions) 1976, S19 | Community Living Room/Warm room Sept/Oct            |               | £180.00      |
| 01.11.2023           | RPM                              | 5904           | LGA 1972 S14 par 27              | New Playground Equipment School Playground          | £2634.00      | £15804.00    |
| 01.11.2023           | PW.Warden Environmental Services | 7100           | Open Spaces Act 1906             | Village Grass Cutting                               | £116.40       | £698.40      |
| 01.11.2023           | SCRIBE                           | 4719           | LGA 1972 s111                    | Accounting package renewal                          | £112.32       | £673.92      |
| 01.11.2023           | Millennium Green Trust           |                | Open Spaces Act 1906             | Annual Grant for maintenance                        |               | £4000.00     |
| 01.11.2023           | Greenbarnes                      | 17792          | Open Spaces Act 1906             | Purchase of additional Noticeboard Keys             | £5.02         | £30.12       |
| 01.11.2023           | Litter Act 1983 S5,6             | 26138          | Litter Act 1983 S5,6             | Purchase of 3 dog bins                              | £139.20       | £835.20      |
| 01.11.2023           | Bank Charges                     |                | LGA 1972 s111                    | October charges                                     |               | TBC          |
| <b>Ratification</b>  |                                  |                |                                  |                                                     |               |              |
| 10.10.2023           | Colin Russell                    |                | LGA 1972 s111                    | Lock for playground                                 |               | £11.99       |
| 23.10.2023           | ALCC                             | 10178          | LGA 1972 S112                    | Annual Membership of ALCC                           |               | £50.00       |
| 14.10.2023           | LINK                             |                |                                  | Annual Contribution to Village Magazine             |               | £1000.00     |

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

**Proposed – Councillor Colin Russell**

**Seconded – Councillor Brian Curtis**

**All in favour.**

### PC/23/11/247      ANNUAL PAY INCREASE

The clerks annual pay increase has been announced, this will be paid from next month and back dated to April 2023. The council follow the national scheme, so this is for information only.

### PC/23/11/248      GRASSLAND MANAGEMENT POLICY

Councillor Jane Wood has been working on a policy to look at areas in the village that are mowed. 4 key areas have been identified as areas that need to be cut regularly and areas that could be left to grow longer. The plan is not to plant anything additional and then let the grass grow. There was a discussion in which some councillors raised concerns about litter, visibility and untidiness. It was agreed that it would be a good opportunity to consult with the community and that some of the issues raised would be managed with litter picks, clear signage and also by a cut boarder/ paths through certain areas to kept areas looking tidy and managed.

### PC/23/11/249      HANGING BASKETS/VILLAGE PLANTERS

At the October meeting councillors raised concerns about the sustainability of the hanging baskets. This year the baskets did not perform or last as long as previous years, the warm weather was counteracted with the regular watering, but they may have struggled in the extremely wet weather and failed to recover. One option would be to have planters on the village green, councillors discussed the pros and cons of planters but agreed they would like further investigating into a larger planter on 2 of the village greens but not outside the shop. Councillor Jane Wood has seen some tall planters that might be work well and agreed to send information to the clerk.

Every year, for more years than could be remembered, Rosemary Harries has purchased and planted up all the planters at the entrances to the village and watered them along with a few other volunteers every May – September. Rosemary has decided it is time for her to pass over the baton. All the councillors expressed their gratitude and thanks for all her hard work and dedication. The parish council must now see if there are any other willing volunteers.

### PC/23/11/250      BUGBROOKE CHAPEL

The clerk has not yet received the CIO to share with councillors.

### PC/23/11/251      VILLAGE MAINTENANCE UPDATE

The clerk had walk around the village to identify any issues that needed to be addressed and could be done immediately to improve or maintain the assets. 3 dog bins have been replaced as they were

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in bad condition with rust and the handles not being fully functional these were at the Millenium Green, Village Green and outside the school park.

### PC/23/11/252 PLAYGROUND MAINTENANCE

Councillors had read the briefing note attached to the agenda. The clerk has worked through the finances and although it would be a massive overspend on the planned playground budget this year; the council do have the money to enable the project at the Community Centre to be completed in 2023/2024. With the lead time of equipment if the council go ahead now it would hopefully be in place for the Easter holidays and before the next playground inspection. Although the equipment is still safe we know it needs to be replaced as soon as possible due to its age, material and deterioration due to the weather. Safety is always the councils biggest concern and the playground is an asset to children and their carers; in the village, so should be prioritised by the council. The appointed company have agreed to hold the prices quoted a few months ago when councillors selected the replacement equipment. The cost will be £10,710 + VAT. It was noted that the timing of the installation would need to be planned to ensure the playing fields were not disrupted.

**RESOLUTION – It was resolved that Bugbrooke Parish Council place the order for the Community Centre play equipment in 2023 to enable it to be replaced early in 2024 using funds from the earmarked reserves and savings elsewhere in the budget.**

**Proposed – Councillor Colin Russell**

**Seconded – Councillor Will Marriott**

**All in favour**

### PC/23/11/253 PRESENTATION OF DRAFT BUDGET for 2024/2025

The clerk has spent many hours going through the budget for next year and the councillors had gone through each line in detail and the precept requirement for the next financial year. The finance committee met in October and went through the budget in detail in order to make it as accurate as possible and allow the council to do everything it needs and wants to do to make Bugbrooke a great place to live, but without dramatically increasing the precept.

Historically, each budget line seems to have a slight contingency built in. This was great as it meant that there has not been overspend on budget lines and the pot of money the council holds has grown. However, the clerk would prefer to get the budget lines to be as accurate as possible and on occasions the council will overspend on certain aspects but as long as the overspend can be managed overall it will allow the council to see exactly where they may need to budget more the next year or put overspend down to a particular unforeseen event.

To achieve this accuracy, the clerk is suggesting reducing the budget in many areas. This is the second budget the clerk has produced, and it has taken doing the budget last year to have the confidence to reduce budget lines especially with many parish councils take a blanket budgeting stance and increase each line by 10%. However, the clerk is confident that this is the right thing to do. WNC have given an indication of the tax base and councillors looked at the precept requirements

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and agreed they were happy and asked the clerk to finalise the budget for approval at the December meeting.

### PC/23/11/254 HOUSING NEED SURVEY

The clerk had been investigating if the parish council wanted to commission a housing need survey and had finally made progress ready to discuss at the meeting but coincidentally a independent company has been instructed by a developer to carry out a survey in the village. The councillors discussed the merit of the parish council conducting its own survey but as the results will be made public and as the residents will have already been asked to complete a survey, another one close together was probably not going to have a high response rate. Therefore, the council agreed not to take this item any further.

### PC/23/11/255 SANTA IN BUGBROOKE

Santa had visited the football club on 12<sup>th</sup> November for the Christmas Fair. All his preparations for the visit were going as planned for the normal trip on the 15<sup>th</sup> December 2023. A 12 volt inverter had been donated from Heygates. The cost of the sweets is extremely high this year and Santa is still hoping for more donations.

### PC/23/11/256 COUNCILLOR NAME TAGS

A councillor had suggested that occasionally when attending events, it might be useful to have councillor name tags. The clerk was asked to investigate the cost.

### PC/23/11/257 RUGBY CLUB SIGN

After waiting 16 months and having 17 pages of emails chasing the quote for the sign, the clerk had finally received a quote from Highways for the sign to direct visitors to the Community Centre and Rugby Club. The quote was £900 but the clerk had found an alternative Highways approved contractor and the quote was substantially less and would be put up within 3 weeks, The councillors instructed the clerk to proceed with the alternative supplier. The clerk confirmed she would ensure Highways were happy to allow the council to proceed with the alternative solution and report back.

### PC/23/11/258 PARISH MATTERS

#### A *Monthly Inspection Sheets*

The clerk had received sheets from each of the areas and the councillors confirmed all the necessary checks had been completed.

#### B *Hedges/Trees/Fences/Walls –*

#### C *Footpaths –*

#### D *Street Lighting –* Repairs have been carried out.

#### E *Highways and Transport –*

#### F *BSACCA –* Nothing.

#### G *Millennium Green –* The trees had been purchased and the parish council will receive the invoice in due course.

#### H *Environmental Group –* Councillor Jane Wood provided an update on the last litter pick and the planned recycling collection by the Air Ambulance.

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I      *Defib* – It has been checked as usual this month by Councillor Will Marriott.  
J      *Patient Participation Group* –

PC/23/11/259      ITEMS FOR CONSIDERATION FOR DECEMBER AGENDA  
None.

PC/23/11/260      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.

- CLERK PENSION

The chairman asked the member of public still remaining to leave the meeting as the next item was to discuss the clerk's pension. The previous year councillors had questioned why the clerk was not on the Local Government Pension Scheme and the clerk had been asked to investigate. At the last meeting it had been determined that the joining fee was excessive, and the councillors needed more information. The chairman explained he had been in touch with the Pension Department and that initially the wrong fee had been quoted, both himself and the clerk had had a meeting with Cory Blose Head of Pensions. The clerk explained it was a conflict of interest her being present for the discussions as she wanted councillors to discuss the implications of joining the scheme fully and frankly.

The clerk asked to rejoin the meeting.

**RESOLUTION – It was resolved that Bugbrooke Parish Council enrol employee Nicola Palmer in the Local Government Pension Scheme.**

**Proposed – Councillor Phil Bignell**

**Seconded – Councillor David Harries**

**All in favour.**

PC/23/11/260      DATE OF NEXT MEETING

The December Meeting of the Parish Council will be on Monday 11<sup>th</sup> December 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:.....