

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 November 2024 at 7.30pm in Bugbrooke Community Centre.

PRESENT

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

Councillor Will Marriott
Councillor Jane Wood (she/her)

IN ATTENDANCE

1 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Ian Gordon	Personal
Councillor Colin Russell	Personal
Councillor Graham Skinner	Personal
Councillor Catherine Parry	Personal
Councillor Clare Slater	Personal
Absent	

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PC/24/11/235 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/24/11/236 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

No.

PC/24/11/237 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

None.

PC/24/11/238 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 14th OCTOBER 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/24/11/239 PUBLIC PARTICIPATION

Paul Cockcroft thanked the parish council on behalf of LINK Magazine for their financial contribution. Mr Cockcroft then spoke about the Bowls Club planning application. In the summer the club had used 3 gazebos 3x3m each to shield from the sun and the rain but these not built to last the metal is rusting and fabric is ripping. The Bowls members are looking to change their granted planning application from a wooden club house to replacing the temporary structures with a wooden gazebo and would like the parish council to submit this application on behalf of the bowls club. It would be 2.7 x 9m and the height will be less than 3m so once members are inside surrounding residents will not see people underneath. The plans allow it to not be on the boundary so it can be maintained, and the guttering will not be too close to the boundary. The water will come off the roof into a pipe and into a soakaway and there is space for a few water butts.

PC/24/11/240 UNITARY COUNCILLOR REPORT

Unitary Leader Adam Brown had sent his apologies and a brief report that was summarised by the clerk. The main item of interest to the village was an update on the Gayton Road Bridge. The road currently closed. The original scheme required works to be carried out to one corner of the embankment/bridge. The site clearance and preparation work that was carried out in October has identified the remaining 3 corners are beginning to fail in a similar manner. Network Rail were funding half of the original scheme, and discussions have commenced requesting that they fund half of the full scheme to ensure all the works are complete at one time which will save money. WNC intend to commence works in late January / February 2025 on the first corner with the intention to complete all four corners during the visit, the full four corner are likely to take 4-5 months to complete.

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PC/24/11/241 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk gave a brief update. The work on the Charity Meadow is still going on in the background and a meeting with the solicitor is arranged for 27th November. The clerk needs to have a valuation of the meadow carried out and will ask Howkins and Harrison's to do this.

Norton's Barns have been digging the ditch out and councillors hope that the water is captured before it reaches the road.

POLICE MATTERS

PC/24/11/242 PCSO REPORT

A report from the PCSO was circulated before the meeting and councillors confirmed they had seen it.

PC/24/11/243 PCSO SHARING

The clerk had mentioned to the sergeant that Bugbrooke Parish Council would be open to further sharing the PCSO as this has been discussed in the past. Harpole Parish Council have added it to their agenda for their meeting and if they want to go ahead, the clerk would like to have confirmation from Bugbrooke Parish Council that they would be happy to share a 1/3 of the PCSO's time and cost.

RESOLUTION – It was resolved that should the opportunity arise to further share the PCSO time and cost that Bugbrooke Parish Council are happy to proceed.

Proposed – Councillor David Harries

Seconded – Councillor Phil Bignell

All in favour.

PC/24/11/244 PLANNING

- a. 2024/4886/FULL - Rear/side single storey extension and two storey side extension - 14 Almond Close Bugbrooke NN7 3QX – **No objections - matching materials**
- b. Bowls Club Application – yet to be submitted - **Councillors always want to support clubs improving their facilities and the parish council are happy to submit the application on behalf of the Bowls Club.**

FINANCIAL MATTERS

PC/24/11/245 A financial statement and reconciliation for the month ending 31st October has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Mark Copp

Seconded – Councillor David Harries

All in favour.

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	Income	Receipts	Totals
Current Account as at 30.09.24			£123,213.92
Current Account (Ring fenced)			£55,975.87
CCLA Deposit Fund as at 30.09.24			£50,000.00
Total Available			£229,189.79
Less October Payments		£23,803.36	
Less unrepresented payments			
Deposits (CCLA Interest)	£205.28		
Other income	£0.00		
HMRC VAT reclaim	£3,801.65		
Deposits (Ring Fenced Interest)	£66.63		
Bank Statement			£103,417.49
Total Funds at 31.10.24			£209,459.99

PC/24/11/246 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.

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

Proposed – Councillor David Harries

Seconded – Councillor Des Morris

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 – October 2024	£23.53	£413.14
07.10.2024	Onecom	7337178	LGA 1972 s111	September 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>
04.11.2024	DNH Contracts	2700	Litter Act 1983 S5,6	Emptying of dog and litter bins for October	£110.25	£661.50

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04.11.2024	BSACCA		LGA 1972 s111	Parish Office Rent and Room Hire for October & November		£500.00
04.11.2024	ALCC		LGA 1972 s111	Renewal of membership		£50.00
04.11.2024	Scribe	7401	LGA 1972 s111	Scribe Accounts Renewal		£561.60
04.11.2024	Millenium Green		Open Spaces Act 1906	Annual Grant for maintenance		£4000.00
04.11.2024	HMRC		LGA 1972 S112	October Tax and NI		£408.18
04.11.2024	Mrs N Palmer		LGA 1972 S112	October Salary		£1629.50
04.11.2024	Northamptonshire Pension Fund	42130002 2464	LGA 1972 S112	LGPS contribution		£599.05
04.11.2024	P.Warden	7153	Open Spaces Act 1906	Grass Cutting	£116.40	£698.40
04.11.2024	E-on	126152	HA 1980	Streetlight Repairs	£23.00	£139.80
04.11.2024	Clare Slater			Fee for Christmas Fayre Environmental Stand		£10.00
04.11.2024	Bank Charges		LGA 1972 s111	October Bank Charges		£8.40
Ratification						
17.10.2024	Southern Electric	1770080	HA 1980	Street Lighting – September 2024	£23.53	£399.83
18.10.2024	Land Registry Search		LGA 1972 s111			£3.00

PC/24/11/247 CAPTAIN CLOSE

The clerk confirmed that the sellers had accepted the councils offer of £50,000 and the clerk had instructed the solicitor to contact their solicitor so the sale of the land can be completed. The clerk is hopeful that it will take no more than 10 weeks but with Christmas it will possibly be towards the middle of February.

PC/24/11/248 DRAFT BUDGET

The finance committee met on the Monday 4th November and have been through the budget line by line. The clerk talked all councillors through the decisions and thought process. A forecast to the end of the year was also discussed and how the purchase of Captain Close will be funded. The final version will be presented in December for the budget to be approved and then the precept requirement.

RESOLUTION – It was resolved that Bugbrooke Parish Council are happy with the draft budget and instruct the clerk to bring the final version for approval at the December meeting.

Proposed – Councillor David Harries

Seconded – Councillor Des Morris

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All in favour.

PC/24/11/249 NEW DOG & LITTER BIN EMPTYING CONTRACTOR

The clerk received notice on the 15th of October that DHN Contracts will no longer be continuing with their bin emptying service. An invitation to tender was displayed on the website from the 15th October to 1st November and five contractors were selected by the clerk to receive an invitation to tender via email. Unfortunately, only two contractors were interested in the work. Councillors had seen the briefing note detailing all elements of the two contractors' service; but they were not named. Councillors debated the merits of the contractors and decided to go with contractor 2 who had many local council contracts.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the services of Marcus Young from 9th of December.

Proposed – Councillor John Curtis

Seconded – Councillor Mark Copp

All in favour.

PC/24/11/250 FATHER CHRISTMAS & CHRISTMAS TREES IN BUGBROOKE

The clerk provided an update on the Christmas trees, there would be 3 full trees on the greens with the lights turned on during the last week of November until 6th January. WNC had been contacted and a note made but no licence was required. The 3 full trees will only be charged as half trees as a trial this year. Father Christmas has been visiting the village for 9 years now and it still seems to be really popular with residents. The chief elf is looking for 3 or 4 more elves to join the team and donations of sweets are always welcome. Father Christmas will be making a few scheduled stops in the village before the 20th December when the main tour will take place.

PC/24/11/251 PARISH MATTERS

A Monthly Inspection Sheets

Inspection Sheets had been received from all areas.

B Hedges/Trees/Fences/Walls - There were reports of 2 properties with foliage over hanging their boundaries and encroaching the footpath, one in West End and one in Levitts Road. The clerk was asked to write to the owners.

C Footpaths – WNC had visited the path by the Five Bells but much of the work had already been done by councillors. They have also been to the Ace Lane footpath and work is now scheduled.

D Street Lighting – There are many lights out in the village as they all seem to have gone at the same time, the chairman had driven round in the evening to ensure the correct lights are reported and the clerk is now waiting on the new contractor to fix them.

E Highways and Transport –Councillors discussed at the length the situation in Spencer Close; although even though the clerk had written to all those involved the parish council has had no update and only heard rumours. Councillor Des Morris said he would speak to residents and try to obtain a copy of any formal communication so that the parish council had the

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information to be able to support residents. The clerk had information about putting a light up but there were many steps needed before as the council would need permission as they do not own the land and its location would need to ensure it does not inhibit any future access. The council are still waiting to hear about a weight limit on Birds Hill and temporary signs are in place.

F **BSACCA** - There had been a meeting this week, new hirers are booking and they are doing some redecoration. A new defib has been put on the back of the community centre, more signs regarding dogs being kept on leads put up. The community centre is getting a sign for above the entrance. The project plan for the centre includes remarking the community centre carpark.

F **Millennium Green** – A working party planted snow drops and collecting leaves. They also intend to plant daffodils.

G **Environmental Group** – Litter pick on closed Gayton Road resulted in 27 bags of litter and lots of tyres, toys and even a car seat being collected. This area will be targeted again in January. On the 15th November The Air Ambulance will be collecting from Bugbrooke Community Centre. They are investigating working with other villages to create a wildlife corridor along Nene Valley. With regards to mowing the current plan is to allow areas to grow from spring to early August and one of the areas perhaps near Lime Grove to be cut to allow for children playing football. They are currently clearing up the last of what has been cut and the remaining has need to be collected by a petrol mower and the council agreed to contribute to the cost of the petrol. Councillor Jane Wood had been contacted by Campion School who would like to get involved in some of the environmental projects, so this was a very welcomed call.

H **Defib** – There was a discussion around the maintenance of the defibs and the village now has many. Every month Councillor Will Marriott checks the parish council defibs, the 2 at the football club and he has kindly agreed to also check the new one at the Community Centre. The chairman thanked him for his dedication to this.

I **Patient Participation Group** - The group now have a desk in the surgery that is used to gather data from surgery users. They have also been very busy organising the flow of people coming for Covid and Flu vaccines.

PC/24/11/252 DATES FOR 2025

Election is on the 1st May but councillors still need to confirm when they would like the Annual Parish Meeting to take place and the clerk may be away for the August meeting.

PC/24/11/253 ITEMS FOR CONSIDERATION ON THE DECEMBER AGENDA

- Sexual Harassment Policy
- Consultation on Proxy Voting for Parish Councils

PC/24/11/254 DATE OF NEXT MEETING

Monday 9th December 2024 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 8.52.pm.

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End of Minutes

CHAIRMAN:.....

DATE:.....