

November 9, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

November 9, 2020

Monthly Meeting of the Full Council

held on Monday 9th November 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.

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Monthly Meeting of the Full Council

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In Attendance

Councillor Mrs. Linda Pope, Chairman
Councillor Phill Bignell
Councillor Brian Curtis
Councillor Mrs. Teresa Garlick
Councillor David Harries, BEM
Councillor Paul Henson
Councillor Alan Kent
Councillor Ian Gordon

Councillor Ms Sarah Munday
Councillor Des Morris
Councillor Catherine Parry
Councillor Jane Wood
Councillor Terry Ward

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

Apologies for absence

Absent

Councillor Ken Gardner
Councillor John Curtis, BEM

PC/20/11/174 Apologies for absence

There were no apologies for absence. The Clerk was later advised that Councillor Gardener had been unable to access the meeting by telephone.

PC/20/11/175 Declarations of Interest

Councillor Harries declared an interest in respect of the Item relating to the Millennium Green and Councillor Kent in relation to the Item relating to the churchyard.

PC/20/11/176 To sign and approve the minutes of the meeting held on 12th October 2020

The minutes of the meeting held on 12th October were approved, subject to two minor amendments, signed, and initialled by the Chairman.

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PC/20/11/177 Public question time

There were no members of the public.

PC/20/11/178 Reports on Issues Previously Raised

At Councillors request the Clerk had previously written to Campion School regarding the side gate not being re-opened. On both occasions a response had been received which stated that staffing issues prevented them from reopening the gate, but that they would continue to review it. The Clerk was requested to include the item in the December Agenda.

A second letter had been sent to NCC in respect of the suggestion to install charging points outside the primary school, but we had heard nothing further. The primary school had also been notified but we had received no response from them.

PC/20/11/179 District Councillors Report

Councillor Bignell advised that The Forum continued to be closed for public access except for the Registry Office which was by appointment only. Councillor Harries reported that he was still actively pursuing the S106 money that was payable to the village surgery and that some progress had been made. They seemed to be awaiting the appointment of a new practice manager and he would continue to monitor the progress. The SNC Council Tax Reduction Scheme was out for consultation. It currently stood at 8.5% for qualifying residents but this would be adjusted with the creation of the new unitary authority. NBC s rate was 32% and the new rate would be closed to NBC than SNC, probably around 26%.

PC/20/11/180 Planning

The following planning applications were discussed: -

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S/20201813/TPO	Bugbrooke Millennium Green	Work to trees on Millennium Green	No objection
New	S/2019/1766/FUL	3 Maple Close	Demolition of existing garage, proposed two storey side extension and single storey	Approved – matching materials .

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			front extension with replacement roof over porch.	
For Info	S/2020/1834/TCA	5 Baptists Close	Beech Tree – crown reduction of approx. 25%	

The Clerk had been requested by Councillor John Curtis to include an item on the agenda to discuss the logistic park being built close to junction 16. Councillor Bignell confirmed that the development of the site was included in the West Northants Joint Core Strategy and that a full landscaping scheme had been included in the planning permission which would be implemented over the next 12 – 18 months, although it would be some considerable time before the trees would be mature enough to disguise the development.

PC/20/11/181 Financial Matters

A Financial Statement and Month End Bank Reconciliation for the month ended 31st October 2020 had been circulated with the Agenda, and the figures were as follows:

Cash in Hand as at 01/10/2020	£102,648.97
ADD	
Receipts 01/10/2020 – 31/10/2020	£ 7.94
SUBTRACT	
Payments 01/10/2020 – 31/10/2020	£12,514.94
CASH IN HAND	£90,141.97
Plus (CCLA Account)	£40,000.00

RESOLUTION - It was proposed by Councillor Brian Curtis and seconded by Councillor Gordon that the Bank Reconciliation for the month ended 31/10/2020 should be approved. Agreed unanimously.

PC/20/11/182 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:

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To whom	Service rendered	Amount (£)	Vat (£)	Power used for payment
Direct Debits				
Southern Electric	Street Lighting – October 2020	£427.19	£68.27	HA 1980
Zoom	Virtual meeting hosting - October	£14.39	£2.40	LGA 1972 S112
Internet Bank	Transfers			
HMRC	Clerk PAYE and N.I. October	£201.48		HMRC
Deputy Clerk	October Salary	£494.33		LGA 1972 S112
DNH Contracts	October Litter and Dog Bin emptying	£504.00	£84.00	Litter Act 1983 S5,6
Mr P W Warden	Grass cutting - October	£636.00	106	Highways Act 1980
Onecom	Parish Office telephone and Broadband - September	£36.00	£6.00	LGA 1972 S112
R & G	Mowing and pitch aeration	£787.42	£131.23	Open Spaces Act 1906
R & G	Mowing and pitch aeration	£540.14	£90.02	Open Spaces Act 1906
Ellis Tree Services	Emergency work to oak tree in church car park	£480.00		GPoC
Inter County	Weed spraying	£228.00	£38.00	GPoC
MPL Tree Consultancy	Reinspection of Oak Tree and report on findings	£65.00		GPoC
Mr P Wilkins	Removal of bin and provision of bark at primary school playground	£86.73		Open Spaces Act 1906
Aylesbury Mains	Streetlight Repair PL100	£101.52	£16.92	Highways Act 1980
Northants PCC	Sponsored PCSO – half year to March 2021	£13,433.33		GPoC
Messagemaker	Purchase of vehicle activated sign	£3,206.40	£534.00	GPoC
Mr P W Warden	Ratification of payment made in October - Grass cutting - September	£636.00	106	Highways Act 1980

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SNAST	Ratification of payment made in October – Annual membership fee	£20.00		
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	RESOLUTION It was proposed by Councillor Morris and seconded by Councillor Gordon that these invoices were paid. Agreed unanimously.
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PC/20/11/183 Annual Budget

The Finance Committee had met on 2nd November and the majority of the budget had been agreed. There were one or two items that were still to be finalised and therefore the matter was deferred until the December meeting.

PC/20/11/184 Police Report

The Clerk had circulated the Performance Report for September 2020 with the Agenda. Examination of the figures showed that crime numbers in Bugbrooke were below those of similar sized villages where there was no PCSO.

PC/20/11/185 Parish Matters

- A. Monthly Inspection Sheets. The Deputy Clerk reported the inspection reports had been received for 3 areas.
- B. Hedges and Trees.
The overgrown confers at 23 Chipsey Avenue were discussed again. The Parish Council being trying to get something done about these trees for around 3 years but without success. Some months ago, it was sent onto the Regulations Team at NCC Highways for formal action to be taken. The Clerk was requested to follow this up.
Councillor Gordon reported that the vegetation at 2 Ace Lane was seriously overgrown. As a first step he was requested to post a leaflet through the door.
15/17 Levetts Road.
Both of these properties are currently empty and vegetation at the front is impeding pedestrians. The Clerk was to take what steps she could to contact the owners to get the vegetation cut back.
- C. Footpaths. Councillor Ward reported that the broken gate at the top of Pilgrims Lane had been repaired/replaced.
Councillor Morris reported that the fence adjacent to KD13 forming the boundary with the telephone exchange was rotten and broken and there was now a risk of people falling. The Clerk was requested to contact BT.

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The fence close to the primary school reported last month had not been repaired. It had been reported to the school and The Clerk was requested to follow this up.

- D. Streetlighting. We had still not received any response from Jubilee House in respect of our request to leave the lights on at the rear of the property. The Clerk was requested to follow this up.

Two streetlights were reported as faulty – Kislingbury Road by the telephone exchange and one in Smitherway. Councillor Bignell offered to check them both and to advise the Clerk of the pole numbers.

- E. Emergency Planning/Pathfinder II. Councillor Ms Munday reported that she continued to be unable to find anyone who was willing to carry out the works that had been identified. However, one contractor had indicated that part of the work would be to clear the vegetation from the brook. The Clerk agreed to try to contact the environment agency with a view to getting this work carried out.

- F. Highways and Transport. The village sign on the Litchborough Road had still not been repaired, nor had the Give Way sign been replaced at the end of Pilgrims Lane. The Clerk was requested to chase this up with NCC Highways. The Clerk was requested to purchase a new metal trough to replace the one which was stolen from the Heyford Road, at a cost of £129.

- G. Patient Participation Group. Nothing to report.

- H. Millennium Green. The Clerk had reported to the Parish Council on the actions taken since the October meeting in relation to the oak tree in the car park. In order to minimise any risk to users of the car park, the identified emergency works were carried out the same week. The contractor discovered a hole in the tree and recommended that it should be inspected to ascertain if it in anyway affected the integrity of the tree. In consequence the Clerk contacted the same arboriculturist, who carried out a further inspection and issued a report stating that the tree is in good health.

PC/20/11/186 Vehicle Activated Sign

The Deputy Clerk reported that the VAS had been ordered and would be delivered to Councillor Bignell. Unfortunately, only 2 residents had come forward to help with the project, but a further request for help had been included in the next edition of the Link magazine.

PC/20/11/187 Community Centre Access and Tibbs Way

The planned meeting with NCC Highways had unfortunately been cancelled at short notice. A further meeting will be arranged for early December once the current lockdown has ended.

PC/20/11/188 War Memorial

The Clerk reported that as agreed at the October meeting an article had been submitted to the Link for the December issue. The topic will be added as an agenda item in January, to ascertain if there has been any response from residents.

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PC/20/11/189 Access to Churchyard Extension

The Clerk had circulated a Briefing Note regarding contact from Reverend French who was seeking financial assistance from the Parish Council for the removal of the gate on Trent Valley Way and provision of a hard path into the extension area to enable coffins to be moved for burial. Rev. French's recollection was that the Parish Council had undertaken to meet the cost of these provisions as part of the negotiations for the purchase of the Glebe Field and Car Park and the gift of the land to the church. A search of the Parish Council records had not revealed any such undertaking for further expense, and it was not the Clerk's recollection of what had been agreed. There was no legally binding requirement for the parish council to undertake the works or even to contribute. Councillor therefore had to consider if they were willing to assist financially, but the Clerk reminded them of the provisions of the Local Government Act 1894 which specifically prohibits the council from exercising any power in relation to church property. Councillors suggested that the gate could be removed by volunteers.

RESOLUTION - It was proposed by Councillor Bignell and seconded by Councillor Henson that the Parish Council should not approve the church's request for financial assistance with the installation of a new path. Councillor Kent abstained. Agreed unanimously

PC/20/11/190 Date of Next Meeting

Monday 14th November at 7.30. p.m. via Zoom. The issue of resuming face to face meeting was discussed but as we were due to enter a new period of lockdown, it was deferred until January.

There being no further business the Chairman closed the meeting at 21.05 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....