

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 8th November 2021 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Tiffany Cotterill (she/her)
Councillor Ian Gordon
Councillor David Harries, BEM
Councillor Paul Henson

Councillor Scott Millar
Councillor Des Morris
Councillor Catherine Parry
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

IN ATTENDANCE

2 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Brian Curtis	Personal	Yes
Councillor John Curtis BEM	Personal	Yes
Councillor Mark Copp	Personal	Yes
Councillor William Marriott	Personal	Yes
Councillor Colin Russell	Personal	Yes
Absent		

PC/21/11/246 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/21/11/247 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

No interests were declared.

PC/21/11/248 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/11/249 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th OCTOBER 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/21/11/250 PUBLIC PARTICIPATION

The issue of the recent power cut was raised by a member of the public, but the parish council have no direct responsibility for the supply or trees on private land but are always happy to also report any trees that are close to power lines if reported to the clerk or councillors.

PC/21/11/251 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown had sent his apologies as he was at another meeting; but he had sent an update that was read out to councillors by the clerk. The update confirmed that the public and parish council has until 6th December to comment on the West Northamptonshire Strategic Plan – Spatial Options. He also provided an update on the changes to garden waste collection that was due to be debated by the West Northamptonshire cabinet. They are required by law to apply the same charges across the council area so it is likely that garden waste collections will be subject to a £42 charge. There is likely to be a subsidised home composting scheme to be launched at the same time as the charge.

PC/21/11/252 REPORTS ON ISSUES PREVIOUSLY RAISED

1. Bugbrooke Charities – Clerk has contacted The Charity Commission following communication with Tony Pace. The clerk is optimistic that the closure can proceed but it is a long and complicated process.
2. Phone Box – BT will repair the glass in the phone box and will not agree to a repaint as they do not believe the condition of the paintwork warrants it as telephone box was only painted 4 years ago.
3. Permanent Wreath for Tommy – Clerk had investigated if there was an item from the British Legion that would provide a more permanent more weather-proof wreath for Tommy. Currently this search has been unsuccessful so the clerk suggested carrying on with the wreath as it is being replaced with this years' wreath; the clerk will continue to investigate and update in due course.
4. Santa in Bugbrooke – Santa's visit was mentioned at the last meeting, and it will add to the agenda in December. It was confirmed that Santa will visit Bugbrooke on 17th December and sweets are to be provided by 13th. Santa had confirmed that plans for his visit were in place and any expenditure would be within the agreed budget.
5. The clerk confirmed that the Bank Mandate was submitted, and a receipt received on the 14th September but she has still not received any information regarding when it will be processed.
6. Trees in Shady Lane – Following the freak 5-minute weather storm, a large tree branch had fallen and was blocking the path at Shady Lane. The remainder of the tree had been left unstable and unfortunately needed to be cut down. There was also a large branch hanging precariously from another tree. The clerk confirmed that the path was closed and the work carried out. The two

Bugbrooke Parish Council

Agenda & Meeting Minutes

incidents will be invoiced separately. This was emergency work; but the clerk would like ratification on the decision to carry out the work by way of a formal resolution.

RESOLUTION – It was proposed that the council approved the clerks’ actions under appointed responsibility to quickly deal with the emergency tree works on Sunday 31st November and Wednesday 3rd November.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

The clerk had met with one of parish councils’ contractors at Shady Lane to agree what work needed to take place. The area is looking unkept and there are numerous dead Elm Trees that need to be removed. The council agreed to the work but commented that there needed to be a balance of clearing the area but also providing a good natural environment for wildlife. The clerk had suggested that bark be laid to try to keep on top of the weeds, but a few councillors commented that this was not great for the environment, the clerk agreed to ensure bark would not be used.

7. Queens Platinum Jubilee –Before contacting any clubs in the village the clerk confirmed she had checked the availability of the playing fields. The Community Centre has confirmed that cricket will be using the field on Sunday 5th June. It was suggested that the clerk could approach the school for use of the school field.

PC/21/11/253 PLANNING

Planning Applications are shown below:

8a. WNS/2021/1571/FUL- Bugbrooke Mills Land Off Johns Road Bugbrooke NN7 3QH - Proposed lean to side extension to existing agricultural barn for storage – **No objections**

FINANCIAL MATTERS

PC/21/11/254 A financial statement and reconciliation for the month ending 31st October has been circulated with the agenda.

RESOLUTION – It was proposed that accounts below be accepted.

Proposed – Councillor David Harries

Seconded – Councillor Ian Gordon

	Income	Receipts	Totals
Current Account as at 30.09.21			£110,056.08
Current Account (Ring fenced)			£30,001.38
CCLA Deposit Fund as at 30.09.21			£40,000.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

Total Available			£180,057.46
Less September Payments		£6,999.42	
Deposits (CCLA Interest)	£0.65		
HMRC VAT RETURN	£3,447.47		
Deposits (Ring Fenced Interest)	£0.24		
Bank Statement			£106,504.78
Total Funds at 30.10.21			£176,506.40

PC/21/11/255 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>Invoice</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
02.11.2021	Southern Electric	71/67	HA 1980	Street Lighting – Oct 2021	£66.03	£413.26
02.11.2021	Onecom		LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
02.11.2021	Siemens		LGA 1972 s111	Parish Photocopier	£34.00	£204.00
02.11.2021	NEST		LGA 1972 s111	October 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>
02.11.2021	PW Warden Environmental	6990	Highways Act 1980- S96	October mowing of verges	£106.00	£318.00
02.11.2021	DNH Contracts	1853	Litter Act 1983 S5,6	Emptying of dog and litter bins for September	£84.00	£504.00
02.11.2021	DM Payroll Services	1767	LGA 1972 S112	Half Year Payroll Services		£66.00
02.11.2021	HMRC		LGA 1972 S112	October Tax and NI		£161.02
02.11.2021	Mrs N Palmer		LGA 1972 S112	October Salary		£1099.01
02.11.2021	Millennium Green		Open Spaces 1906	Annual Maintenance		£4000.00
02.11.2021	R&G	117949	Open Spaces 1906 Act s6	Mowing of Playing Fields	£90.02	£540.14
02.11.2021	BSACC	4872	LGA 1972 S112	Office & Room Rental		£450.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

02.11.2021	NCALC	1571	LGA 1972 S112	Planning Nuts and Bolts x 4 councillors + Clerk		£190.00
02.11.2021	Kay Iqbal	1521	Parish Council Act 1957, S1	Bus Shelter Cleaning – October		£100.00
02.11.2021	Scribe Accounting	4571	LGA 1972 S112	Accounting Software Licence	£93.60	£561.60

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

Proposed – Councillor Phil Bignell

Seconded – Councillor Paul Henson

All in favour.

PC/21/11/256 PRECEPT

Councillors had approved the draft budget for 2022/2023 and it was formally approved by councillors at the October meeting which set the Budget at £114,068.52. It was previously agreed that the precept should increase by 3% each year. However, this year the increase will be 2.49%. Making the precept demand £117,490.58. The difference in the budget and the precept allows money to be ring fenced for election expenses and other items that the council do not need in the budget for this year but need to build up a fund for when it is needed so not to include it all in one years' precept demand. A formal resolution was required.

RESOLUTION – It was proposed that the 2022/2023 Budget be approved and the precept demand be set at £117,490.58.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

PC/21/11/257 STRATEGIC PLANNING – SPATIAL OPTIONS CONSULTATION

The councillors had all received a copy of the West Northamptonshire Spatial Options Consultation, and many had attended the online presentations. The chairman summarised that the document sets out the strategic plan until 2050 pinpointing land for housing and economic growth. Councillors discussed some of the contents, the overall feeling was that it was difficult to comment on based on the information in the document as it misses the detail needed regarding proposed infrastructure and services. Councillors were disappointed that it did not go into detail regarding the type of house or how it would ensure sustainability. They were also keen to stress that Bugbrooke cannot really be considered a serviced village as the services that exist are so stretched the preschool is full and the doctors.

PC/21/11/258 POLICE MATTERS

The clerk and Councillor Scott Millar have had an online meeting with Emily Evans from Northamptonshire Police to scrutinise the PCSO contract. This has been led by Councillor Millar and

Bugbrooke Parish Council

Agenda & Meeting Minutes

he gave an update to councillors. It is hoped that in due course the Police team will update the contract to ensure there is a robust service level agreement between the Police and the Parish Council.

PC/21/11/259 PCSO REPORT

A report from the PCSO was circulated before the meeting, councillors had seen it. The PCSO was not available for the meeting but will attend in December.

PC/21/11/260 STREET LIGHT MAINTENANCE

The clerk had attached a briefing note to the agenda outlining that Aylesbury Mains were no longer carrying out any instillation or streetlight maintenance work. The clerk has contacted Ford and McHugh but had not yet had a response. Assuming they are inundated with parish councils contacting them it was agreed to give them a few weeks to reply before the clerk starts to look for an alternative contractor. Councillor Scott Millar expressed concerns that the council have not had a contract or service level agreement in place with Aylesbury Mains and this should be implemented with any new contractor going forward.

PC/21/11/261 ENVIRONMENTAL WORKING GROUP

Councillor Jane wood presented a first draft of the Terms of Reference for the Working Group. Councillors commented on some of the wording, and it was suggested that initially the working group would report back the parish council but not all the members would be councillors. The group will hold their own meetings and include the wider community as appropriate. Four councillors will start the working group – Councillors Jane Wood, Clare Slater, Tiffany Cotterill and Scott Millar. An updated Terms of Reference will be presented at the December meeting.

PC/21/11/262 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets are due from most areas. Councillor Jane Wood had covered Area 2 for Councillor Marriott.

B *Hedges/Trees/Fences/Walls*

A resident in Smitherway has requested the parish council carry out work on land a joining their property. A briefing note had been attached to the agenda. The council discussed how the land had been donated to the Parish Council under the Open Spaces Act 1906, but it had not been maintained by the parish council satisfactorily.

RESOLUTION – It was resolved that the clerk have the land cleared and ensure it is on the mowing schedule.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

Councillor Ian Gordon reported that the tree on the green at the Paddocks and the tree on the village green were starting to overhang the foot path. The clerk confirmed she had received a few quotes and would get it booked in to have the branches trimmed and lifted to ensure health of the tree and the safety of those walking on the path.

Bugbrooke Parish Council

Agenda & Meeting Minutes

C Footpaths

Councillor Des Morris reported that all councillors and members of the public should report any issues with the footpaths on www.fixmystreet.co.uk.

An address in Chipsey Avenue was also reported and the clerk asked to write a letter to the owner to cut back the bushes.

D Street Lighting

Councillors had already discussed street lighting.

E Highways and Transport

Nothing to report.

F Millennium Green

The clerk had received the annual request for £4000 towards the maintenance of the Millennium Green. This is shown on the payment schedule.

RESOLUTION – It was resolved that Bugbrooke Parish Council accept the annual requested for the agreed amount of £4000 from the Millennium Green Trust.

Proposed: Councillor Ian Gordon

Seconded: Councillor Catherine Parry

All in favour.

PC/21/11/263 DATE OF NEXT MEETING

Monday 13th December at 7.30pm in the small hall at Bugbrooke Community Centre. Followed by a Christmas gathering. Councillors were asked to bring a nibbles and drinks with them.

PC/21/11/264 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.

PC/21/11/265 STRICTLY CONFIDENTIAL MATTER FROM NCALC

Councillors discussed the email from NCALC, and the clerk will report back to them.

There being no further business the chairman closed the meeting at 9.20pm.

End of Minutes

CHAIRMAN:.....

DATE:.....