

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday 11th December 2023 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Brian Curtis
Councillor David Harries, BEM
Councillor Ian Gordon
Councillor Jane Wood (she/her)

Councillor Will Marriott
Councillor Des Morris
Councillor Colin Russell
Councillor Catherine Parry
Councillor Graham Skinner

IN ATTENDANCE

5 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:
Councillor Paul Henson	Personal
Councillor Mark Copp	Personal
Councillor Clare Slater (she/her)	Personal
Councillor John Curtis, BEM	Personal
Absent	

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PC/23/12/261 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/23/12/262 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Two Councillors declared interest on items to be discussed. Councillor Jane Wood on the Bugbrooke Lottery Grant Application and Councillor David Harries on the invoice for the Millenium Green Trees.

PC/23/12/263 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Graham Skinner declared that he was now chairman of the Bugbrooke Allotment Association.

PC/23/12/264 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th NOVEMBER 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/23/12/264 PUBLIC PARTICIPATION

5 members of the public attended. 3 of the members of the public were there due to the current changes in the chapel; they expressed concerns regarding if CIO was the best for the chapel and its 200 years of Baptist heritage, that the congregation had not been informed of the costs of setting it up. They confirmed the CIO trustees have asked for a meeting and the congregation are hoping to be fully updated at that meeting.

PC/23/12/265 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not present as he had been held up at another meeting.

PC/23/12/266 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided an update. Rugby Club Sign has not progressed any further as after the clerk approached Highways to use an approved contractor, it was declared by Highways that a licence costing £700 is required. As there is already a sign in that location the parish council confirmed they did not see that a licence should be required. The clerk has been experiencing a situation where reports that the parish council have made to Highways are being passed back to the parish council, such as fixing the village name plates and issues with the pavements. The clerk was asked to push these matters to Councillor Adam Brown as they are Highways responsibilities. The clerk confirmed she needed more time to investigate options and cost for the proposed new village planters and this would be added to the agenda early in the new year. The village now also needs volunteers to plant up the planters at the entrance to the village and take care of them during the spring and summer months.

PC/23/12/267 PLANNING

8a. 2023/7673/FULL - Proposed new doors to side. New boundary fence, driveway and crossover - 23 Camp Hill Bugbrooke NN7 3PH - **Object - due to the vehicle access as highways authority have commented.**

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8b. 2023/7814/FULL - Erection of a New Dwelling - Brook Lodge 32 West End Bugbrooke NN7 3PF – **Comment - Concerns about back land development against policy H10. Request a more recent in the flood risk assessment, the assessment is from 2004.**

POLICE MATTERS

PC/23/12/268 POLICE MATTERS - PCSO Report

The clerk was to forward the report to councillors following the meeting but had seen it and confirmed there were no matters to discuss.

PC/23/12/269 POLICE MATTERS – Parking at Campion

As discussed previously a group including the school, police & highways are arranging a date to meet – this date is not yet confirmed. Councillors expressed concerns that the back gate is becoming a pickup point rather than a safe walk home exit.

FINANCIAL MATTERS

PC/23/12/270 A financial statement and reconciliation for the month ending 30th November had been sent with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Colin Russell

Seconded – Councillor Will Marriott

All in favour.

	Income	Receipts	Totals
Current Account as at 31.10.23			£105,965.67
Current Account (Ring fenced)			£55,236.31
CCLA Deposit Fund as at 31.10.23			£50,000.00
Total Available			£211,201.98
Less November Payments		£28,952.19	
Less unpresented payments			
Deposits (CCLA Interest)	£228.70		
VAT Reclaim	£0.00		
Deposit from Current Account to Ringfenced Account	£0.00		

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Deposits (Ring Fenced Interest)	£65.83		
Bank Statement			£77,242.18
Total Funds at 30.11.23			£182,544.32

PC/23/12/271 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 .

Direct Debits						
Date	Payee	Invoice	Statutory Power	Description	V.A.T	Total
01.12.2023	Southern Electric		HA 1980	Street Lighting – November 2023	£23.47	£412.04
01.12.2023	Onecom	TBC	LGA 1972 s111	November Parish Office Telephone and Broadband	£6.00	£36.00
01.12.2023	Siemens		LGA 1972 s111	Quarterly Printer rental payment	£40.00	£240.00
01.12.2023	NEST		LGA 1972 s112	November Pension Contribution		£182.95
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
01.12.2023	DNH Contracts	2485	Litter Act 1983 S5,6	Emptying of dog and litter bins for November	£88.83	£532.98
01.11.2023	HMRC		LGA 1972 S112	November Tax and NI		£756.94
01.11.2023	Mrs N Palmer		LGA 1972 S112	November Salary & Back Pay		£2008.18
01.12.2023	Northamptonshire Pension Fund	421300 022464	LGA 1972 S112	LGPS start-up fee	£60.00	£360.00
01.12.2023	LINK		LGA 1972 s111	Parish Advert		£90.00
01.12.2023	BSACC		LGA 1972 s111	Office Rental, Hall Hire for October		£307.50
01.12.2023	Peter Wilkins		Open Spaces Act 1906	Village Maintenance inc 3 x dog bins, painting, clearing foliage		£211.00
01.12.2023	Bugbrooke Chapel		Public Health Act 1936	Community Living Room – Electric		£120.00
01.12.2023	Millennium Green Trust		Open Spaces Act 1906	Two New Trees		£438.80
01.12.2023	Bank Charges		LGA 1972 s111	November charges		TBC
Ratification						
27.11.2023	WAVE	127529 81	Small Holdings & Allotment Act 1908	Aug – Nov Water Bill		£67.37

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

Proposed – Councillor Graham Skinner

Seconded – Councillor Brian Curtis

All in favour.

PC/23/11/247

FULL COUNCIL APPROVAL OF 2024/2025 BUDGET

The clerk had attached a briefing note and the budget had been discussed in October and November, so councillors were happy with the figures presented and agreed they were ready to approve.

RESOLUTION – Councillors had the opportunity to review the final budget and it was resolved to accept the figures presented. The Budget was set at £138,726.00

Proposed: Councillor Will Marriott

Seconded: Councillor Ian Gordon

All in favour.

PC/23/12/273

FULL COUNCIL APPROVAL OF THE 2023/2024 PRECEPT

Councillors had approved the final budget for 2024/2025 and it was formally resolved by councillors. The budget had been set at £138,726. Within the budget setting the council are including spending £13,300 from money saved/earmarked in 2023/2024. In 2024/2025 because the parish council are utilising money already in the accounts; the precept request will not be the same as our budget.

The precept required is: £129,189 this is an increase of 6.9% on last year.

RESOLUTION – It was proposed that the 2023/2024 precept demand be set at £129,189.00 and that the clerk submit this to WNC.

Proposed – Councillor David Harries

Seconded – Councillor Graham Skinner

All in favour.

PC/23/12/274

BUGBROOKE CHAPEL UPDATE

There had been a brief discussion at the start of the meeting, there were still some concerns that the congregation are not being kept the loop with developments of the CIO. Councillors expressed that they had received reports that the congregation are not being consulted prior to events and this lack of transparency was causing great distress. A minority of the trustees are local, and none are from Bugbrooke so there is a feeling that Bugbrooke people are not being represented. Bugbrooke Chapel Trustees have put out a call for more trustees and it is hoped that these will be from the local community.

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PC/23/12/275 PARISH COUNCIL GRANTS

The council had received 2 grant applications to consider:

1. A grant application has been received from the Cricket Club to help with costs to refurbish the lounge and bar area.
- 14b. A grant application has been received from Bugbrooke Community Lottery for the development of their website and promotion of the group.

RESOLUTION – It was resolved that Bugbrooke Parish Council issue a grant of £2000 to the Cricket Club and £450 to Bugbrooke Community Lottery.

Proposed – Councillor Will Marriott

Seconded – Councillor David Harries

All in favour

PC/23/12/276 BROADBAND CONTRACT

The clerk explained that the current contract had expired, and a new quote had been received to upgrade to fibre. The clerk had asked to remain on the current analogue system as the service was adequate in the office. This was agreed but then unfortunately, the company came back to say that they can't renew analogue services in areas where non analogue alternatives are available.

This is because they are switching off postcodes already, and all throughout 2024 so there is no guarantee the postcode won't be switched off much before a new 24-month contract expires.

Due to this they offered a reduction in the price for the fibre service to just £32 + VAT. A £2 increase per month on the current rate. The clerk would recommend accepting this quote.

RESOLUTION – It was resolved that Bugbrooke Parish Council renew the broadband contract with Onecom.

Proposed – Councillor Will Marriott

Seconded – Councillor Brian Curtis

All in favour

PC/23/12/277 SANTA IN BUGBROOKE

Santa is all ready for his visit on Friday and he and his elves are really looking forward to the busy evening ahead. Expenses will be received next month but there have been some kind donations for his visit from local businesses and residents as well.

PC/23/12/278 BUGBROOKE PARISH COUNCIL LOGO

The clerk would like to look at the council branding to ensure a consistent and managed approach to the production of any materials. It can be used on the website, social media, LINK advert and articles, plaques on the new planters and lanyards. The chairman is also keen for a logo and councillors agreed. The clerk was to investigate and create a brief to be offered to local graphic designers.

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PC/23/12/279 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 –* Ace lane very slippery when wet – the clerk was asked to report this.

D *Street Lighting –*

E *Highways and Transport –* Gayton bridge, lights are out. Sign and cctv have been removed.

F *BSACCA –* nothing.

G *Millennium Green –* The trees had been planted and the council had received the invoice.

H *Environmental Group –* Councillor Jane Wood said the Air Ambulance collection went well with two van loads collected, another is planned for the end of April. Monthly litter pick will continue in February. The group have been putting up signs to say no idling.

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

J *Patient Participation Group –* Busy few weeks of jabs but it is going well.

PC/23/12/280 COMPULSORY WHOLE COUNCIL TRAINING

The clerk confirmed that she had asked the Monitoring officer to reconsider the request for whole council training as almost all of the councillors had attended training in the January 2023. However, it was felt by the officer that all council members should have a refresher course. The clerk will investigate options.

PC/23/12/281 ITEMS FOR CONSIDERATION FOR JANUARY AGENDA

Tommy – look at a seat and more robust.

PC/23/12/282 PARISH OFFICE CHRISTMAS CLOSURE

As usual the Parish Office will be closed from 21st December until 8th January. The clerk will be taking time off, but emails will be monitored, and urgent enquiries will be dealt with during this period. Meeting Dates and keys for notice boards were handed out to councillors who are taking on the responsibility of updating a noticeboard.

PC/23/12/283 DATE OF NEXT MEETING

The January Meeting of the Parish Council will be on Monday 15th January 7.30pm at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 8.50pm.

End of Minutes

CHAIRMAN:.....

DATE:.....