

December 14, 2020

Bugbrooke Parish Council

Agenda & Meeting Minutes

December 14, 2020

Monthly Meeting of the Full Council

held on Monday 14th December 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 Phil Bignell
Councillor Brian Curtis
Councillor Mrs Teresa Garlick
Councillor David Harries BEM
Councillor Paul Henson
Councillor Ian Gordon
Councillor Alan Kent

Councillor Des Morris
Councillor Ms Sarah Munday
Councillor Mrs Catherine Parry
Councillor Linda Pope (Chairman)
Councillor Jane Wood

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

Apologies for absence

Councillor Terry Ward
Councillor Ken Gardner
Councillor John Curtis BEM

Absent

PC/20/12/191 Apologies for absence

Apologies for absence were accepted as shown above.

PC/20/12/192 Declarations of Interest

Councillor Harries declared an interest in respect of the Item relating to the Millennium Green and Councillors Kent and Mrs Parry in relation to the Item relating to the Bugbrooke History Group.

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PC/20/12/193 To sign and approve the minutes of the meeting held on 9th November 2020

The minutes of the meeting held on 9th November were approved as a true record of the meeting and were signed and initialled by the Chairman.

PC/20/12/194 Public question time

There were no members of the public. County Councillor Adam Brown was in attendance at the meeting. He advised that NCC were predicting a budget surplus for the current financial year. The draft budget for the next financial year would be finalised in the new year and presented to the shadow council in February. Preparations for the new unitary authority were well advanced in most areas. There was some uncertainty about the future Covid restrictions for the county. Whilst infection rates in the more rural areas continued to be very low, the rate in the towns were very high and would possibly result in the whole county being put in tier 3. CC Brown reported that both Pilgrims Lane and Johns Road from Kislingbury Road to Levitts Road are scheduled for resurfacing in the new year. Councillor Morris requested that Spencer Close also been done at the same time. CC Brown stated that cul de sacs are significantly lower on the priority list than through routes, but he would see if anything could be done.

PC/20/12/194 Reports on Issues Previously Raised

The Deputy Clerk had circulated a report on action taken in relation to street lighting, the broken village sign, Jubilee House, UVLE and 23 Chipsey Avenue. Councillor Morris wanted to know why it had taken NCC Highways so long to take any action in respect of 23 Chipsey Avenue. The Clerk explained that she had spoken to NCC Highways who had stated that they had a procedure that must be followed in order to allow them to order the works and recharge for it. She had been unable to visit on 19th November but would complete her 3rd and final visit as soon as she was able and would then place an order for the works to be carried out.

The Clerk advised Councillors that she had become aware that the planning application submitted in December 2019 for 60 houses south of the Wharf, had recently been updated on the SNC Planning Portal with the addition of numerous plans and document. No additional consultation letters had been sent. She had contacted the planning officer and was awaiting a response. Councillor Bignell stated that he would contact the planning officer the following day for an update particularly in respect of the conservation corridor along the length of the canal and tow path in our area.

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PC/20/12/195 District Councillors Report

Councillor Bignell reported that the Covid testing centre was still located at the racecourse if anyone needed to attend. It was hoped that the county would remain in tier 2, but there was a real risk that the town centre would be put in tier 3. Councillor Harries reported that he had sat on the very last SNC grants panel and that they had now distributed all the available grant funding. In total 5 million pounds had been given to community projects.

Grants were available from SNC for businesses struggling with Covid relating financial issues, and local businesses were being encouraged to visit the website.

PC/20/12/196 Planning

The following planning applications were discussed: -

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
New	S2020/1959/FUL	Bugbrooke Downs House	Retrospective consent for creation of a pond and pontoon	No objection
New	S2019/2019/FUL	12 Church Lane	Replacement of conservatory with a sunroom, four bay detached garage and guest accommodation over.	Approved – matching materials
For Info	S2020/2038/FUL	4 Link Way	Proposed first floor side extension	Approved – matching materials

PC/20/12/197 Financial Matters

A Financial Statement and Month End Bank Reconciliation for the month ended 30th November 2020 had been circulated with the Agenda, and the figures were as follows:

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Cash in Hand as at 01/11/2020	£90,141.97
ADD	
Receipts 01/10/2020 – 31/10/2020	£20,382.14
SUBTRACT	
Payments 01/10/2020 – 31/10/2020	£21,691.07
 CASH IN HAND	
 Plus (CCLA Account)	£40,000.00

RESOLUTION - It was proposed by Councillor Mrs Parry and seconded by Councillor Brian Curtis that the Bank Reconciliation for the month ended 30/11/2020 should be approved. Agreed unanimously.

PC/20/12/198 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:

To whom	Service rendered	Amount (£)	Vat (£)	Power used for payment
Direct Debits				
Southern Electric	Street Lighting – November 2020	£392.37	£62.67	HA 1980
Zoom	Virtual meeting hosting – November	£14.39	£2.40	LGA 1972 S112
Internet Bank	Transfers			
HMRC	Clerk PAYE and N.I. November	£156.88		HMRC
Deputy Clerk	November salary	£427.30		LGA 1972 S112
Clerk	November salary	£927.30		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	£318.00	£53.00	Highways Act 1980
Onecom	Parish Office telephone and Broadband - September	£36.00	£6.00	LGA 1972 S112
Kay Iqbal	Cleaning of Bus shelters - November	£100		Parish Councils

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				Act 1957
Bugbrooke Millennium Green Trust	Annual Maintenance contribution	£4,000		GPoC
Scribe Accountancy	Renewal of annual accountancy package licence	£496.80	£82.80	LGA 1972 S112
Aylesbury Mains	Street light Repair PL126 and 99	£161.04	£26.84	Highways Act 1980
Proludic	Play area sign	£174.00	£29.00	GPoC
Mr P Wilkins	Erecting and removing remembrance poppies	£30.00		GPoC
NCalc	Training for Mrs J Wood	£44.00		LGA S112
Siemens Finance	Ratification of direct debit paid in November – lease of photocopier	£204	£34.00	LGA 1972 S112

	RESOLUTION It was proposed by Councillor Kent and seconded by Councillor Gordon that these invoices were paid. Agreed unanimously.
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PC/20/12/199 The appointment of a payroll provider

It was proposed that with effect from 1st April 2021, the Parish Council should appoint a payroll service provider to calculate salaries, tax and national insurance. This was common practice in many parishes and would assist in reducing the Clerk's workload.

RESOLUTION

It was proposed by Councillor Ms Munday and seconded by Councillor Bignell that with effect from April 2021 the Parish Council should employ the services of a Payroll Service Provider, and that the Clerk be authorised to obtain 3 quotations from suitable providers to present to the council at the earliest opportunity. Approved unanimously.

PC/20/12/200 Annual Budget

The Finance Committee had met on 2nd November and again on 4th December to agree the draft budget, which had now been circulated with the Agenda. This included the provision of a payroll service provider as detailed above. There was a lengthy discussion which arose as a result of some confusion between the budget and the precept. The Clerk explained that the budget was a prediction of what monies would be required by the Parish Council to fulfil the items set out in the budget – e.g., mowing of open spaces, grant funding, bin emptying. The precept was the amount of money to be demanded from SNC to fund the budget LESS unspent budget items from the current

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year, where we could be certain that this funding would still be available for the next financial year – e.g., hanging baskets. We had no hanging baskets this year so the money set aside to pay for these, and the watering would not be spent and could be re-allocated to the next financial year. Usually, the budget is agreed in November, the Clerk then calculates the amount needed for the precept, and at the request of the Finance Committee this is now to be shown as an additional column on the budget. In 2016 Councillors had agreed to increase the Precept by 3% each year in order to increase the reserves. That decision can be reviewed at any time and should form part of the budget discussions. It was agreed that for 2021-2022 the precept should be increased by 3% but would be reviewed in October 2021. The Clerk advised that as yet, we still did not have reserves of 50% of the annual precept, but at the end of the financial year this could be increased depending on the carry forward position.

RESOLUTION

It was proposed by Councillor Mrs Parry and seconded by Councillor Mrs Garlick that the Draft Budget for 2021-2022 circulated with the Agenda be approved. Agreed unanimously.

PC/20/12/201 Precept 2021/22

Following the discussion detailed above, it was proposed that the Precept Demand for 2021/022 should be £111,300 (2020 figure) plus 3% (£3339) = £114,639, which would give a small surplus over the budget.

RESOLUTION

It was proposed by Councillor Mrs Parry and seconded by Councillor Harries that the Bugbrooke Parish Council Precept Demand for 2021/2022 should be £114,639. Agreed unanimously.

PC/20/12/202 Police Report

Unfortunately, the Clerk had not received the report in time to circulate it with the agenda. It has now been received and would be sent to all Councillors. Following the discussion at the November meeting, the Clerk had circulated a briefing note setting out the results of her conversations with both PCC's office and Sergeant Symonds. It was suggested that Chief Superintendent Tuckley from PCC could attend an informal meeting prior to the start of the January meeting to discuss the issues. Councillors agreed to accept this offer and the Clerk was requested to arrange such a meeting.

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Councillor Harries expressed concern that these matters were being discussed in a public meeting, even though no members of the public attended the meeting, and that they should be dealt with as a confidential item as they related to personnel matters. Councillors should be aware that the Parish Council does not employ the PCSO, we simply provide funding to the PCC to enable that office to employ the PCSO specifically for the purpose of crime prevention in Bugbrooke and Nether Heyford. The funding is of course part of the precept and therefore it seems only right that discussions surrounding the efficacy and continued support of the sponsorship scheme are conducted in a public forum, whilst ensuring that no derogatory comments are made that could leave the council open to criticism or legal challenge.

PC/20/12/203 Parish Matters

- A. Monthly Inspection Sheets. The Deputy Clerk reported the inspection reports had been received for 3 areas, the remaining 2 were on their way. There appeared to be some confusion amongst Councillors as to whom was due to carry out the inspections, even though the rota had been circulated with the agenda.
- B. Hedges and Trees. 15 – 17 Levitt Road. No action had been taken. Steps to be taken to try to ascertain details of the owners of the properties involved.
- C. Footpaths. Nothing to report.
- 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 Deputy Clerk was chasing this on a regular basis.
- E. Emergency Planning/Pathfinder II. The Clerk reported that she had contacted the Environment Agency and was awaiting a response.
- F. Highways and Transport. The village sign on the Litchborough Road had now been repaired.
- G. Various road closures had been notified for the early part of January, together with the resurfacing of Pilgrims Lane and part of Johns Road. The Clerk had purchased a new metal trough to replace the one which was stolen from the Heyford Road, and this had been delivered to Councillor Bignell.
- H. Patient Participation Group. Nothing to report.
- I. Millennium Green. The Councillor Harries reported that they had now obtained all the necessary planning permissions and that the works would be carried out in early January. The Annual Maintenance Grant awarded to the Millennium Green Trust was to be paid as listed on the payment schedule, previously approved.

PC/20/12/204 Vehicle Activated Sign

The sign had been delivered to Councillor Bignell and he had successfully constructed it. 5 people had now come forward to assist with the project. It was agreed that the following 3 locations would be the first for the deployment of the sign. Councillor Bignell will download the data and report to each future meeting.

1. Church Lane, Poles opposite No 5a

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2. John's Road – opposite Waggoners Way on lamp no 88d
3. High Street – opposite Chorwell House, lamp post no 46.

PC/20/12/205 Community Centre Access and Tibbs Way

A meeting had taken place on 7th December with residents of Tibbs Way, NCC Highways, Councillor Harries and The Clerk. It had been agreed that junction priority should be with Tibbs Way and not into the access to the Community Centre. NCC Highways have added the repainting of the worn away road lines to the schedule of works, but unfortunately this work can only be carried out in warmer weather so it would be April or May at the earliest. Councillor Harries on behalf of the Community Centre stated that they were looking at ways to improve lining and signage within the centre boundaries, but in addition he would explore the repositioning of the Tibbs Way sign. Whilst on site the Clerk's attention was drawn to the exceptionally poor street lighting. One lamp is broken and surrounded by trees and the other is broken/filthy preventing egress of light. The Clerk agreed to get the necessary tree pruning carried out and get the lights repaired/cleaned. This would also assist people leaving the community centre on foot.

PC/20/12/206 Re-opening of Campion Side Gate

The Clerk reported that they had heard nothing further from the school, but that following an issue with parking and traffic around the school, parents were now asking why the gate had not been re-opened. It can only be hoped that perhaps parent pressure will have more success.

PC/20/12/207 Tommy and Remembrance Day Poppies

The Chairman advised that at her request the Clerk had delivered Tommy to the churchyard in time for Remembrance Sunday. The vicar had then requested that the poppies and Tommy be removed from the churchyard about a week later, so Tommy was returned to the community centre. The Chairman relocated the poppy wreath to the village sign, where it remains. It was agreed that the Clerk would arrange for Tommy to be put into his permanent location as soon as possible and that each year the large poppies would be put up along the High Street.

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PC/20/12/208 Parish Council Grant Applications

A grant application had been received from Bugbrooke History Group for £300 to enable them to continue to invite speakers to address their meetings, which have continued throughout the year via Zoom.

RESOLUTION

It was proposed by Councillor Bignell and seconded by Councillor Morris that the application by Bugbrooke History Group for £300 be approved. Agreed unanimously.

PC/20/12/209 Meeting Dates for 2021

A proposed calendar of meetings had been circulated with the Agenda. Councillors attention was drawn to the Annual Meeting of the Parish Council which is scheduled to take place on 10th May. However, the elections are due to take place on 6th May which would result in the agenda being unable to be served until 10th May at the earliest and therefore it was highly probable that the meeting would have to take place on 17th May. The Chairman requested that Councillors pencil in both dates until such time as we received confirmation of the election timetable.

PC/20/12/210 Santa in Bugbrooke

A Councillor Morris reported that Santa's agent had informed him that everything was prepared for his drive round the village on 18th December. Unlike in previous years, there would be no elves or sweets, but the vehicle would be decorated and there would be music and Santa tracking so that children would know he was on his way. Councillors agreed that Councillor Morris should purchase a small gift for the driver and for the owner of the vehicle, and that the cost of these could be reclaimed via the Clerk from the Santa budget.

PC/20/12/211 Community Infrastructure Levy Payment

The Clerk reported that in September 2019 the parish council had received £1,583.03 from CIL payments. It is a requirement of the CIL regulations that by the end of the calendar year following the year in which the funding is received, the Parish Council must prepare, approve and submit a monitoring report. The Clerk had prepared such a report which had been circulated with the Agenda. The funding had been allocated to the purchase of the VAS.

RESOLUTION

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It was proposed by Councillor Gordon and seconded by Councillor Morris that the draft report be accepted by the Parish Council and be submitted to SNC in compliance with Section 62A of the regulations. Agreed unanimously.

PC/20/12/212 Exclusion of Press and Public

It was proposed by Councillor Ms Munday and seconded by Councillor Kent that, in accordance with the provisions of Schedule 12A Local Government Act 1972, S5 Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations that the public and press should be excluded from the discussion of confidential items. Agreed unanimously.

At this point, the Clerk and the Deputy Clerk left the meeting. The Chairman thanked them both for their hard work and dedication during the year. Councillor Mrs Parry took the minutes for the remainder of the meeting.

PC/20/12/213 Chairman's Report on personnel issues, staff salaries and possible land acquisition

A. Personnel issues: There were no questions concerning the briefing note which had been circulated about a miscalculation in back-dated pay. It was accepted that this had been an error which had been rectified with no financial detriment to the council.

B. Staff Salaries: The Chairman reported that the finance committee considered that the Deputy Clerk's salary should be increased with effect from December 2020, from SCP9 to SCP10.

RESOLVED unanimously that the Deputy Clerk's pay be increased accordingly.

C. Possible future land acquisition for the benefit of the village:

RESOLVED that the clerk be requested to appoint a surveyor to provide a rough estimate of the value of a piece of land identified by the council which might be of future benefit to the village.

PC/20/12/214 Date of Next Meeting

Monday 11th January 2021 at 7.30. p.m. via Zoom.

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There being no further business the Chairman closed the meeting at 21.24 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....