

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 13th December 2021 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Tiffany Cotterill (she/her)
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM

Councillor Paul Henson
Councillor William Marriott
Councillor Scott Millar
Councillor Des Morris
Councillor Catherine Parry
Councillor Colin Russell
Councillor Jane Wood (she/her)

IN ATTENDANCE

0 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Clare Slater	Personal	Yes
Ian Gordon	Personal	Yes
Absent		

PC/21/12/266 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies had been received and accepted as listed above. The Chairman had been delayed at a Planning Meeting at WNC and would join the meeting as soon as possible. Until his arrival the meeting would be chaired by Vice Chair David Harries.

PC/21/12/267 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

No interests were declared.

PC/21/12/268 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/12/269 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 8th NOVEMBER 2021

The minutes had been circulated in advance of the meeting and the vice chairman asked the parish councillors if they were happy that they be signed as a true account. **All were in favour.**

PC/21/12/270 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

PC/21/12/271 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was also at the planning meeting at WNC and sent his apologies and best wishes for a Happy Christmas to the councillors. He will give a full report in January.

PC/21/12/272 REPORTS ON ISSUES PREVIOUSLY RAISED

1. Bugbrooke Charities – Clerk was contacted by Alan Kent as end of year accounts are due for the charities. As he is still the treasurer and the clerk is not named or associated with the charity in anyway, it was decided he should take back the documentation and submit the accounts. Following this process in January/February, the clerk will then continue to close the charity.

2. Queens Platinum Jubilee –The Community Centre have said that the grounds and the community centre would be free on Sunday 5th June so the clerk will contact organisations in the village in the new year to see if anyone would like to be involved in an event.

PC/21/12/273 PLANNING

Planning Applications are shown below:

8a. WNS/2021/1829/FUL- 24 Pilgrims Lane, Bugbrooke, Northamptonshire, NN7 3PJ - Single storey side extension with habitable loft space, front porch extension and external alterations, including widening of the vehicle access – **No objections**

8b. WNS/2021/2033/FUL - 7 The Paddocks Bugbrooke NN7 3QR - Variation of Condition 2 (Plans), Condition 3 (Materials) & Condition 3 (Timber cladding colour). S/2019/0448/FUL (Single Storey side and rear extension to link garage and first floor extension over garage) to alter fenestration, replace Timber cladding with brick & increase height of garage – **No objections**

8c. WNS/2021/2001/FUL - Home Farm Church Lane, Bugbrooke, Northamptonshire, NN7 3PD - Two storey North West and single storey South West extensions, raising of eaves and ridge to North West and South East and fenestration changes - **Comment - Materials to be sympathetic with the original building and be in keeping with the existing building. Ideally the roof tiles would be of a similar age and style as the existing.**

FINANCIAL MATTERS

PC/21/12/274 A financial statement and reconciliation for the month ending 30th November has been circulated with the agenda.

RESOLUTION – It was proposed that accounts below be accepted.

Proposed – Councillor Mark Copp

Bugbrooke Parish Council

Agenda & Meeting Minutes

Seconded – Councillor Colin Russell

	Income	Receipts	Totals
Current Account as at 31.10.21			£106,504.78
Current Account (Ring fenced)			£30,001.93
CCLA Deposit Fund as at 31.10.21			£40,000.00
Total Available			£176,506.71
Less November Payments		£8,804.74	
Deposits (CCLA Interest)	£0.84		
Income	£0.00		
Deposits (Ring Fenced Interest)	£0.26		
Bank Statement			£97,700.88
Total Funds at 30.11.21			£167,703.07

PC/21/12/275 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>
06.12.2021	Southern Electric	76/72	HA 1980	Street Lighting – November 2021	£66.03	£400.19
06.12.2021	Onecom	539934	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
06.12.2021	NEST		LGA 1972 s111	November 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>
06.12.2021	DNH Contracts	1901	Litter Act 1983 S5,6	Emptying of dog and litter bins for September	£84.00	£630.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

06.12.2021	Pathfinder Legal Services	231651	LGA 1972 S14	Legal Services to register the Playground lease at Bugbrooke Primary School.	£19.25	£115.50
06.12.2021	HMRC		LGA 1972 S112	November Tax and NI		£161.02
06.12.2021	Mrs N Palmer		LGA 1972 S112	November Salary		£1099.01
06.12.2021	WAVE	9681952	Allotment & Small Holding Act 1923	Water for Allotments		£76.36
06.12.2021	JW Tree Specialists		Open Spaces 1906 Act s6	Storm Damage Tree Works at Shady Lane		£950.00
06.12.2021	BSACC	4887	LGA 1972 S112	Office & Room Rental Nov-Dec		£290.00
06.12.2021	JRB	23284	Litter Act 1983 S5,6	2 Dog bins – Ace Lane and canal	£88.90	£533.40
06.12.2021	JW Tree Specialists		Open Spaces Act 1923	Work in Shady Lane – dead tree removal		£600.00
06.12.2021	Amazon	1521	LGA 1972 S112	Office Supplies	£9.68	£58.06
06.12.2021	Peter Wilkins		LGA 1972 S112	Replace Dog Bins in Ace Lane and Canal		£78.00
Ratification						
06.12.2021	HM Land Registry	2237984 3238	Open Spaces 1906 Act s6	Land Registry Document		£6.00

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

Proposed – Councillor Jane Wood

Seconded – Councillor Scott Millar

All in favour.

PC/21/12/276

STRATEGIC PLANNING – SPATIAL OPTIONS CONSULTATION

A response from Bugbrooke Parish Council had been attached to the agenda. Councillors were generally happy with the comments. Councillor Harries requested that there was even greater empathise regarding so called ‘service villages’ being stretched to the point where the ‘services’ do not meet the existing needs let alone be able to support further development. Councillor John Curtis wanted to ensure not only the impact of the industrial buildings at J16 be detailed, but the noise and air pollution from the now 4-lane motorway be addressed with more than just planting but with noise reduction methods. The clerk confirmed she would add these points to the document. The councillors also discussed what development in Bugbrooke could look like and the point was made that John’s Road could not cope with any further development.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/12/277 BROADBAND

Information has been received from Gigaclear regarding installing fibre broadband in Bugbrooke. Councillors agreed that it would be wise to meet with the company to engage with the plans and ensure that residents were to be informed and consulted of any work that may affect them. It was reported the other villages had not always had a positive experience due to lack of communication and access to the plans. The clerk was asked to arrange a zoom meeting in early January.

POLICE MATTERS

PC/21/12/278 PCSO REPORT

A report from the PCSO was circulated before the meeting, councillors had seen it. The PCSO attended the meeting and gave a brief update.

PC/21/12/279 STREETLIGHT MAINTENANCE

The clerk had attached a briefing note to the agenda. Councillors were happy to proceed with SparkX.

RESOLUTION: It was proposed that Sparkx be appointed to carry out the 6 yearly inspection and to repair the streetlights on the High Street.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

PC/21/12/280 ENVIRONMENTAL WORKING GROUP

Councillor Jane Wood provided an update regarding the first meeting of the group. It was agreed regular updates would be given to the parish council.

PC/21/12/281 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets were still due from most areas. It was agreed the clerk would remind councillor each month who was to complete the forms.

B *Hedges/Trees/Fences/Walls*

A councillor reported hedges on the High Street.

C *Footpaths*

The footpath between the Cricket Field to Great Lane was reported as needing attention. The clerk agreed to report it to Highways.

D *Street Lighting*

Councillors had already discussed street lighting.

E *Highways and Transport*

A large pothole at the top on the High Street to Great Lane was reported, the clerk had noted this and would report to Highways for urgent repair.

F *Millennium Green*

Four new trees had been planted with daffodil bulbs around each one.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/21/12/282 SANTA IN BUGBROOKE

Santa had sent a message to inform councillors that all the plans were in place for his visit on the 17th December 2021. He would supply the Parish Council with any expenses incurred in January.

PC/21/12/283 2022 MEETING DATES

The clerk had distributed meeting dates for 2022. Councillors were asked if they were happy that the dates were correct.

RESOLUTION – It was proposed that the meeting dates for 2022 be accepted.

Proposed – Councillor Colin Russell

Seconded – Councillor Des Morris

All in favour.

PC/21/12/284 CLERK CILCA

The clerk informed councillors that NCALC had proposed a 3-hour session in the morning (9.30-12.30) to cover the units that had not been studied due to Covid and the changes to the portfolio plus 2 hours mentoring support. The cost would be £125, and this would be taken from the training budget. All councillors were in favour for the clerk completing this training.

PC/21/12/285 PARISH OFFICE CHRISTMAS CLOSURE

The chairman confirmed that usual the Parish Office will be closed from 20th December until 4th January. The clerk will be taking time off, but emails will be monitored, and urgent enquiries will be dealt with during this period.

PC/21/12/286 DATE OF NEXT MEETING

Monday 10th January 2022 at 7.30pm in the small hall at Bugbrooke Community Centre unless legislation had been put in place for the meeting to be held via zoom due to covid restrictions.

There being no further business the chairman closed the meeting at 8.46pm.

End of Minutes

CHAIRMAN:.....

DATE:.....