

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday 12th December 2022 at 7.30pm in Bugbrooke Community Centre.

PRESENT

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

Councillor Will Marriott
Councillor Des Morris
Councillor Catherine Parry
Councillor Clare Slater (she/her)
Councillor Colin Russell
Councillor Jane Wood (she/her)

IN ATTENDANCE

Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor John Curtis, BEM	Personal	Yes
Councillor Graham Skinner	Personal	Yes
Councillor Paul Henson	Personal	Yes
Absent		

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/22/12/526 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/12/527 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Will Marriott declared an interest in the fireworks at the football club.

PC/22/12/528 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Councillor Slater had updated her register of interest this month as she is now the official candidate for the Green Party.

PC/22/12/529 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 14th NOVEMBER 2022

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/22/12/530 PUBLIC PARTICIPATION

There were 6 members of the public present. Residents expressed grave concerns about the recent foul smell in West End and how sewage had been seen flowing into the brook. They wanted to know how sewage can be so close to the brook, surface water flows in but sewage should not be able to go into the brook. The drains at Peace Hill appear to be full and need to be checked. The clerk was asked to report.

PC/22/12/531 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not present at the meeting but had sent an apology.

PC/22/12/531 REPORTS ON ISSUES PREVIOUSLY RAISED

- The clerk is still working to get the charity bins in the carpark at the church removed. The green bin had been removed and the clerk is working with WNC to try to get the other bin removed. The fly tipping service have refused to remove it as it is on private land. The land is owned by the parish council, so the clerk has asked Councillor Adam Brown for support.
- The streetlight on Kislingbury Road has been replaced. The light was missing following work by Western Power earlier in the year.
- The tree around the school light on the High Street has been cut back by the Primary School to allow more light around the crossing.
- The clerk attended the Northants Acre conference based on 'Supporting Communities in the Cost-of-Living Crisis'. Councillor Jane Wood spoke at the event, and the clerk commented how proud she was of the work councillors and the community had done on the Community Living Room and how Bugbrooke appeared to be forming a blueprint for other parishes to follow.
- The clerk had attended South Northants Employment Allocations presentation which although will have an impact on the landscape and infrastructure in Towcester and

Bugbrooke Parish Council

Agenda & Meeting Minutes

surrounding areas it does not directly impact Bugbrooke. Further details had been shared with councillors.

- Adam Brown is keen to see a Housing Need Survey undertaken and WNC have been asked but the clerk has not yet had any further details about how or when this could be conducted.

PC/22/12/532 PLANNING

8a. WNS/2022/2180/FUL - 6A Church Lane Bugbrooke NN7 3PB - Proposed single storey rear extension to main dwelling and car port to existing detached garage.

No objections

8b. WNS/2022/2280/FUL - 24 Pilgrims Lane, Bugbrooke, Northamptonshire, NN7 3PJ - Revised submission of approved application WNS/2021/1829/FUL. Single storey side extension, front porch extension and external alterations.

No objections.

FINANCIAL MATTERS

PC/22/12/533 A financial statement and reconciliation for the month ending 30th November has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Mark Copp

Seconded – Councillor David Harries

All in favour.

	Income	Receipts	Totals
Current Account as at 31.10.22			£105,666.75
Current Account (Ring fenced)			£45,041.48
CCLA Deposit Fund as at 31.10.22			£40,000.00
Total Available			£190,708.23
Less November Payments		£8,890.96	
Less unpresented payments			
Deposits (CCLA Interest)	£68.93		

Bugbrooke Parish Council

Agenda & Meeting Minutes

Deposits (Ring Fenced Interest)	£25.91		
Bank Statement			£96,844.72
Total Funds at 30.11.22			£181,912.11

PC/22/12/534 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
08.11.2022	Southern Electric		HA 1980	Street Lighting – November 2022	£70.82	£443.69
08.11.2022	Onecom		LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
13.12.2022	NEST		LGA 1972 s112	November Pension Contribution		£125.37
21.12.2022	Siemen		LGA 1972 s111	Printer Lease	£40.00	£240.00
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
12.12.2022	DNH Contracts	2196	Litter Act 1983 S5,6	Emptying of dog and litter bins for November	£105.00	£630.00
12.12.2022	HMRC		LGA 1972 S112	November Tax and NI		£668.65
12.12.2022	Mrs N Palmer		LGA 1972 S112	October Salary		£1885.00
12.12.2022	BSACC		LGA 1972 s111	Office Rental for December & Room		£185.00
12.12.2022	Link Village Magazine		LGA 1972 S144	Feb – Dec ½ Page Advert		£90.00
12.12.2022	Electricity Network Contractors	671	Parish Council Act 1953 S4	Light at Kislingbury Road	£94.10	£564.60
12.12.2022	Sunday School Rooms			Community Living Room Initiative		£72.00
12.12.2022	Bugbrooke Chapel Trust			Warm Room		£126.12
12.12.2022	NCALC	INV-2373		VAT Recovery		£252.60
12.12.2022	Colin Ellis Tree Services	794	Open Spaces Act 1906 s6	Climbing inspection		£490.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

12.12.2022	CCLA		LGA 1982 s150	Transfer of funds to Reserve Account		£10,000
12.12.2022	Reids	5287	LGA 1972 s14	Playground panels	£179.00	£1074.00
Ratification						
30.11.2022	Glass Blocks	23010	LGA 1953 s4	Glass block for the bus shelter	£9.00	£54.00
30.11.2022	ALCC	4226	LGA 1972 S112	Union Membership		£50.00
30.11.2022	Jane Wood		Open Spaces Act 1906 s6	Reimbursement of fee paid for Wildflowers		£181.00

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

Proposed – Councillor Mark Copp

Seconded – Councillor David Harries

All in favour.

PC/22/12/535 FULL COUNCIL APPROVAL OF THE 2023/2024 PRECEPT

Councillors had approved the final budget for 2023/2024 and it was formally resolved by councillors at the November meeting which set the Budget at £130,470. This year is more complicated than last year, as within the budget setting we are including spending £19,850 from money saved/earmarked in 2022/2023. In 2023/2024 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: £120,270.00 this is an increase of 2.4% on last year.

RESOLUTION – It was proposed that the 2023/2024 precept demand be set at £120,270.00 and that the clerk submit this to WNC.

Proposed – Councillor Phil Bignell

Seconded – Councillor Brian Curtis

All in favour.

PC/22/12/536 NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT

Bugbrooke Parish Council's appointed auditor will be PKF Littlejohn LLP until 2026-2027. This is allocated to the council as is just for information.

PC/22/12/537 VILLAGE FIREWORKS

The football club would like to restart and event in the village but have asked for Parish Council support. The cost of the fireworks is around £2800. The clerk had done some investigation into silent fireworks and suggested a village consultation. Councillors were in agreement they would like to support the event and agreed with the proposals of consultations.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/22/12/538 SANTA IN BUGBROOKE

There has been 7 years of Santa visiting Bugbrooke with his elves and the chairman wanted to thank Councillor Morris and his team for ensuring Santa visits each year. This year there promises be live tracking updates and 14 elves will be assisting. There has been great support from the village and plenty of donations of sweets.

POLICE MATTERS

PC/22/12/539 POLICE MATTERS - PCSO Report

Councillors had read the report from the PCSO and the clerk informed councillors that there is a new contact as Emily Evans would be handing over the role to Tiff Buchanan. The clerk has arranged a zoom meeting for Monday 16th January and asked if Councillor Des Morris wanted to join due to his involvement within Neighbourhood watch scheme.

PC/22/12/540 COMMUNITY LIVING ROOM

Councillor Jane Wood provided an update on the attendance at the Community Living Room. The sessions at the chapel have attracted over 40 people in one week with the other sessions being well attended also. The Saturday afternoon sessions have been the least well attended so this will be monitored. A WNC Warm Spaces grant has been applied for to help cover costs. Councillors are asked to volunteer for a 'monthly parish council surgery' to start in January by return to an email that will be sent out. To ensure the continuation of the scheme councillors were asked to consider increasing the approved budget of £500 to £1000 in case funding was not received from WNC.

RESOLUTION – It was resolved Bugbrooke Parish Council will increase the budget for heating warm spaces to £1000.

Proposed – Councillor Will Marriott

Seconded – Councillor Tiff Cotterill

All in favour.

PC/22/12/541 BUGBROOKE CHARITIES

A Special General Meeting of Johnsons Advancement in Life Charity (309723) and The Bugbrooke Relief in Need Charities (204986) was called for the purpose of recommending closure to the members, was duly convened on 9th December. It was agreed by the members present that the charity should close. The trustees were instructed to proceed with closing the charity in an orderly and proper manner. It was agreed that the treasurer should transfer all financial assets to Bugbrooke Community Café CIC - COMPANY NUMBER: 09404042 who will ensure the funds are distributed to local residents as stipulated in the original charities. The land (Bugbrooke Meadow) should be transferred to Bugbrooke Parish Council who will extend the lease to the Northamptonshire Wildlife Trust Limited who have managed the site since 1999.

Bugbrooke Parish Council

Agenda & Meeting Minutes

RESOLUTION – It was resolved Bugbrooke Parish Council supports the Resolution from The Bugbrooke Charities and that the funds be transferred to Bugbrooke Community Café CIC - COMPANY NUMBER: 09404042 on the understanding charities commission require funds to be transferred before the charities can be officially closed.

Proposed – Councillor David Harries

Seconded – Councillor Tiff Cotterill

All in favour

PC/22/12/542 THE CORONATION

The clerk had met with the Rugby Club, Football Club, Bowling and a representative for the village fete committee and guiding community in Bugbrooke. There was good enthusiasm for the event and a further meeting will be held on 17th January all interested in being involved will be invited.

PC/22/12/543 PARISH MATTERS

A *Monthly Inspection Sheets*

The clerk had received sheets from all areas except one and this was to follow.

B *Hedges/Trees/Fences/Walls* - The trees on the village greens were inspected on the 5th December; all were in good condition and had benefitted from the maintenance and dead wood removal in 2021. The Cherry tree next to the shop, however, is unbalanced and has potential to fail at main union, due to the size of southern lateral at the moment it would be unwise to fit a brace without reducing the weight of this limb. It is recommended that the tree to be reduced by 2m across entire canopy to relieve weight to allow an 8m brace to be fitted. The council were asked to pass a resolution to allow the work and accept the quote.

RESOLUTION – It was resolved that the clerk should instructed the recommended work on the Cherry tree to commence as soon as possible.

Proposed – Councillor Phil Bignell

Seconded – Councillor Will Marriott

All in favour.

C *Footpaths* – The access around the footpaths was discussed again and if there was a way around the barriers. The council would not like to remove the barriers. The clerk will attempt to arrange a meeting with Highways for Councillor Morris. The path at The Bell's KD12 needs to be cut back.

D *Street Lighting* – A quote received from the streetlight contractor included the replacement of the photocell and the light, councillors were unsure if the light needed to be replaced and asked the clerk to obtain a quote for the photocells only.

E *Highways and Transport* – The village sign on the Litchborough Road is broken and has been reported by the chairman.

F *BSACCA* – Councillor Harries reported that there was a possibility of mobile building on the bowls green for equipment to be stored but it would not impact the centre or surrounding area.

Bugbrooke Parish Council

Agenda & Meeting Minutes

G Millennium Green – A planning application has been received for work on the line of trees. The lime trees need to be reduced by around 20%. This was for information only as it is all necessary work,

H Environmental Group –Regeneration of the greenspace between Smitherway/ Shepherd Walk, has been completed. Councillor Graham Skinner has met with the team who would like to plant some appropriate trees on some of the verges on John Road but will need permission from Highways. A litter pick is planned for January 22nd. The clerk commented on the litter at the back gate of Campion and although it will be targeted councillors requested the clerk contact Campion regarding the mess.

I Defib – No updates

J Patient Participation Group – There has been changes at the surgery in the reception and waiting area has been reduced and a new treatment room has been introduced. Raised the point that need a footpath to help people not have to walk.

PC/22/12/544 PARISH OFFICE CHRISTMAS CLOSURE

The office will be closed as normal between the 16th of December and the 3rd of January. The clerk will continue to monitor urgent emails during this time.

PC/22/12/545 ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA

There was nothing that needed to be added.

PC/22/12/546 DATE OF NEXT MEETING

Whole Council Training will take place on Monday 9th January 7-9pm – This is for councillors only.

Parish Council meeting will be Monday 16th January 2023 at 7.30pm

There being no further business the chairman closed the meeting at 9.15 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....