

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 July 2022 at 7.30pm in Bugbrooke Community Centre.

PRESENT

Councillor Philip Bignell
Councillor Mark Copp
Councillor Brian Curtis
Councillor John Curtis, BEM
Councillor David Harries, BEM

Councillor Paul Henson
Councillor William Marriott
Councillor Catherine Parry
Councillor Colin Russell
Councillor Clare Slater (she/her)
Councillor Jane Wood (she/her)

IN ATTENDANCE

No Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Tiffany Cotterill (she/her)	Personal	Yes
Councillor Ian Gordon	Personal	Yes
Councillor Des Morris	Personal	Yes
Absent		

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PC/22/07/421 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/07/422 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None were declared.

PC/22/07/423 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/22/07/424 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 13th JUNE 2022

The minutes had been circulated in advance of the meeting, a councillor asked for the word 'pledge' to be removed from item PC/22/06/418 after a discussion councillors agreed. 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/22/07/425 PUBLIC PARTICIPATION

There were no members of the public present.

PC/22/07/426 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not at the meeting and had not submitted a report.

PC/22/07/427 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk confirmed bank had sent a debit card to enable the clerk to purchase item online when required. The clerk was asked to provide Area 3 sheets to Councillor Russell and Area 2 to Councillor Marriott.

PC/22/07/428 PLANNING

WNS/2022/1262/FUL- Unusual Industries Ltd Pattishall Road Bugbrooke NN7 3QB - Proposed HQ Office & Research Building E(g) & Associated Parking Based on Lapsed Application S/1997/1003/P (RENEWAL)

Unusual Rigging had given a presentation at the June meeting, the chairman presented the plan drawings. The councillors asked if the solar panels were sufficient for the building. It was confirmed that the environmental impact of the building goes way beyond government recommendations.

On this basis all were in favour of the new Head Quarters and commented that it creates a statement forward thinking building in the village and cements Unusual Industries future in Bugbrooke which is a positive as it will continue to help with job opportunities in the village.

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FINANCIAL MATTERS

PC/22/07/429 A financial statement and reconciliation for the month ending 30th June has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Colin Russell

Seconded – Councillor Jane Wood

All in favour.

	Income	Receipts	Totals
Current Account as at 31.05.22			£116,291.58
Current Account (Ring fenced)			£30,007.89
CCLA Deposit Fund as at 31.05.22			£40,000.00
Total Available			£186,299.47
Less June Payments		£20,234.46	
Less unrepresented payments			
Deposits (CCLA Interest)	£28.95		
Income	£15,000.00		
Deposits (Ring Fenced Interest)	£3.12		
Bank Statement			£96,086.07
Total Funds at 30.06.22			£181,097.08

PC/22/07/430 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
03.07.2022	Southern Electric		HA 1980	Street Lighting – June 2022	£71.29	£418.73
03.07.2022	Onecom	631811	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
03.07.2022	NEST		LGA 1972 s112	June Pension Contribution		£88.32

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03.07.2022	ICO		GDPR 2018	Registration with the ICO		£40.00
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
03.07.2022	DNH Contracts	2051	Litter Act 1983 S5,6	Emptying of dog and litter bins for June	£84.00	£504.00
03.07.2022	NCALC	2110	LGA 1972 s111	CIL Training x 4	£30.40	£182.40
03.07.2022	HMRC		LGA 1972 S112	June Tax and NI		£176.56
03.07.2022	BSACC	5021	LGA 1972 s112	June Room Rental and Hire		£190.00
03.07.2022	Mrs N Palmer		LGA 1972 S112	June Salary		£1110.38
03.07.2022	NCALC	1899	LGA 1972 s111	Membership and Data Protection Officer Fee	£93.00	£1457.86
03.07.2022	PW Warden Environmental Services	7015	Highways Act 1980 S96	June Mowing of Verges	£106.00	£636.00
03.07.2022	Kay Iqbal	1565	Parish Council Act 1957 s1	June Bus Shelter Cleaning		£100.00
04.07.2022	Simple Clear	040722 01	Public Health Act	Removal of Graffiti at the playground		£110.00
03.07.2022	The Play Inspection Company	BUG21 507	Open Spaces Act 1906 S9 & 10	Annual Playground and Gym Inspection	£40.00	£240.00
03.07.2022	R&G	118690	Open Spaces Act 1906 S6	Gang Mow	£295.00	£1770.00
Ratification						
28.06.2022	Pathfinder Legal Services	Direct Debit	LGA 1972 s111	Registration Of Playground Lease update	£1.75	£10.50

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

Proposed – Councillor David Harries

Seconded – Councillor Colin Russell

All in favour.

PC/22/07/431

INTERNAL FINANCIAL CONTROL COUNCILLOR

The Internal Financial Control Councillor completed her quarterly examination on 4th July and was satisfied that all financial procedures were being carried out in accordance with the regulations.

RESOLUTION – It was resolved that councillors were satisfied with the Internal Financial Control check.

Proposed – Councillor Brian Curtis

Seconded – Councillor Will Marriott

All in favour.

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PC/22/07/432 FIRST QUARTER BUDGET REPORT

The report had been attached to the agenda and the clerk read out the key points. The council was on track with budget but due to the recent amount of vandalism was spending a lot of money on repairs/replacements and with the increased costs of equipment this was a concern.

RESOLUTION – It was resolved that councillors were satisfied with the 1st Quarter report.

Proposed – Councillor Colin Russell

Seconded – Councillor Jane Wood

All in favour.

PC/22/07/433 CCLA CHANGE OF CORRESPONDENCE

The clerk informed councillors that the CCLA Account had not been updated to include her on the mandate. This needed to be done as soon as possible so that the parish council reserves could be increased. The clerk asked the council to witness the two councillors already on the mandate sign the Change of Correspondence document. The trustees are Chairman Phil Bignell and Vice Chairman David Harries.

RESOLUTION – It was resolved that councillors who are already on the mandate will remain and Nicola Palmer as RFO and Proper Officer to Bugbrooke Parish Council will be added to the mandate.

Proposed – Councillor Will Marriott

Seconded – Councillor Colin Russell

All in favour.

POLICE MATTERS

PC/22/07/434 PCSO REPORT

A report from the PCSO was circulated in advance of the meeting.

A councillor reported at a woman had mentioned she was scared to walk through the Millennium Green after 5pm due to the youths hanging around being confrontational. Councillor Harries said last week there seems to be less activity and that the police knew about it and were detailing with the situation. There were also travellers in the area last week which had been a concern for the open spaces and playing fields, but they had been moved on from Kislingbury.

PC/22/07/435 PLAYGROUND UPDATE

The clerk informed the councillors about the graffiti at the school playground.

PC/22/07/436 POPPY WREATH

The clerk asked councillors if they would like to purchase a Poppy Wreath. All were in agreement.

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RESOLUTION – It was resolved that the clerk should request a Poppy wreath through British Legion representative John Perkins and would provide a £50 donation.

Proposed – Councillor Will Marriott

Seconded – Councillor Mark Copp

All in favour.

PC/22/07/437 COMMUNITY CENTRE BIN

The bin had been set on fire by a disposable BBQ. The clerk informed councillors she had contacted DNH regarding installing a recycling bin at the Community Centre, however, they are unable to process recycling at the moment and even if the waste was separated it would end up in landfill. A like for like replacement would cost £389.99 and gives 110 litre capacity. A bigger bin would be useful but capacity jumps to 246 -360 capacity and is not suitable for the location as it would be too large. It was argued that with all the vandalism if it should it be replaced at all. It was agreed that it is necessary but if it happens again the council may have to think about not replacing facilities.

Councillor Parry raised the issue of reoccurring litter on Elm Tree Bank by the bench often due to people using the takeaway. The clerk was asked to find out how much it would cost to empty it twice a week. It was also requested that the takeaway be written to regarding the problem as maybe they could provide a bin outside the door.

RESOLUTION – It was resolved that the clerk purchase a replacement bin for the Community Centre.

Proposed – Councillor Will Marriott

Seconded – Councillor Mark Copp

All in favour.

PC/22/07/438 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 clerk was asked to write to a number of properties.

C Footpaths

The clerk was requested to send a letter of thanks to a property in Great Lane for the work they have done to improve the path through to the cricket field. KD13 by the telephone exchange reported last month to be cut back due to the nettles had been done by WNC.

D Street Lighting

Councillor Paul Henson had provided the clerk with the description of two lights Tibbs Way that needed repaired. The clerk was to report them.

E Highways and Transport

Pick up's on John's Road appear to be causing an obstruction the clerk was asked to inform the PSCO to check they were not illegally parked. The clerk gave an update from Highways regarding the Great Lane speed limit change; the engineers are currently formalising the TRO (traffic regulations order)

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drawing for the new 20 limit, once this is finalised it will be sent over to the legal people and be sent out for consultation. The Parish Council will be one of the statutory consultees in this process. The Unsuitable for HGV signs on their small works list, however they are not part of the works package for this financial year. The clerk informed councillors that she had asked if the parish council could fund the signs but was told they can't process any new privately funded works requests at present as the current highways contract is due to end in mid-September and they are in a demobilisation period prior to the new contract starting.

Councillor Slater requested that the cycle path between Kislingbury and Bugbrooke be reported as the road needed to be swept and also if a warning/speed sign could be requested on Meadway.

F Millennium Green

4 trees that were planted are looking a little sad. There is a rota for watering, but they are struggling in the heat. They were planted in November. The elm planted 20 years ago has been taken over by Dutch Elm disease and would need to be removed. The clerk had obtained a plaque that could be used for the trees to commemorate the Queen's Platinum Jubilee. This was given to Councillor Harries. A councillor had asked that advice be taken regarding the tree the parish council were to supply in the Autumn to ensure it would thrive in the location and if necessary 2 trees be purchased to ensure pollination.

The clerk had been asked to get the charity bins removed from the Church Carpark, it had been reported last month and were now awaiting collection.

G Environmental Group

The fete was positive for the group. Quotes were being obtained for the work on the green at Smitherway and Shepherds Walk. This would progress in September.

Highways are using weed killer on the land; a few councillors have contacted Highways to try to ensure this stops before any work commences.

H Defib

You can get Medi Bleed kits, can go in the with the defib, depending on size. The chairman asked if councillors like to progress. The councillors agreed in principle and asked the clerk to investigate. Councillor Marriott and Councillor Henson had provided the names of a few companies who may be able to get hold of the battery pack required. The clerk will follow up.

I BSACCA

BSACCA were advised that travellers were looking for locations and the BSACCA community rallied round to protect the playing fields last week, the imminent threat seems to have subsided as the travellers had moved on.

J Patient Participation Group

There had been no July meeting.

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PC/22/07/439 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.

- CLERK ANNUAL APPRAISAL AND SALARY REVIEW

The chairman represented the clerk's appraisal and the salary review that had been undertaken by the HR committee using the recommended tools for guidance. The objectives for the next year were approved.

RESOLUTION – It was resolved that the clerk's salary be increase to the agreed amount and scale in-line with the industry and this increase be back dated to April 2022.

Proposed – Councillor Will Marriott

Seconded – Councillor Brian Curtis

All in favour.

PC/22/07/440 CLERK HOLIDAY

The clerk explained that she would be taking holiday at the end of July from the 25th – 4th August. Therefore, the agenda would be issued before then and displayed at the Parish Office and councillors were asked to put it on the noticeboards. The meeting is Planning and Finance only – everything else will be dealt with in September.

The clerk will be in the office generally at least once a week during August except the last week, but will be working from home and emails will be checked throughout.

PC/22/07/440 ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA

August will be Finance and Planning only but in future there will be the opportunity for councillors to raise any items they wish to be considered.

PC/22/07/441 DATE OF NEXT MEETING

Monday 8th August 2022 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.11pm.

End of Minutes

CHAIRMAN:.....

DATE:.....