

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 14th March 2022 at 7.30pm in Bugbrooke Community Centre.

PRESENT

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

Councillor William Marriott
Councillor Des Morris
Councillor Colin Russell
Councillor Clare Slater (she/her)
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:
Councillor Brian Curtis	Personal	Yes
Councillor Paul Henson	Personal	Yes
Councillor Catherine Parry	Personal	Yes
Councillor Ian Gordon	Personal	Yes
Councillor Scott Millar	Personal	Yes
Absent		

Before the meeting began the chairman informed councillors that the Alf Oliver, who was a former Chairman of Bugbrooke Parish Council and a District Councillor had sadly passed away. The chairman requested that councillors stood for a minute's silence as a mark of respect.

PC/22/03/324 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/03/335 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None were declared.

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PC/22/03/336 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/22/03/337 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 14th FEBRUARY 2022

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

PC/22/03/338 PUBLIC PARTICIPATION

There were no members of the public present.

PC/22/03/339 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not present at the meeting.

PC/22/03/340 REPORTS ON ISSUES PREVIOUSLY RAISED

The clerk provided a brief update on some points that had previously been discussed:

- Highways have painted the zebra crossing, repaired the fence at the Telephone Exchange, cut back the foliage at the entrance to the village by Campion School.
- The Streetlight Column inspection is finally complete.
- The clerk had attended a Police Liaison Presentation talking about Northamptonshire's police priorities as well as Data Protection Training this month.
- A concrete block for the entrance to the Community Centre playground has been put in place and a new sign for the school playground ordered.
- All the notice boards had been deep cleaned and bus shelter at Waggoners and Horses Green painted, and the guttering repaired.
- The Gigaclear meeting with residents had been held on Thursday 3rd March and had been attended by 15 residents and Councillor Harries and Parry. Councillor Harries explained the main concerns were around reinstatement and ensuring paths were properly repaired. Councillors could regularly check the paths and report back.

PC/22/03/340 PLANNING

There were no applications, but the chairman informed the council that he had information regarding Park Hall. The owner had informed him that he was planning to erect a fence to separate some of the land from the public footpath in order to protect his livestock from dogs.

FINANCIAL MATTERS

PC/22/03/341 A financial statement and reconciliation for the month ending 28th February has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Colin Russell

Seconded – Councillor Des Morris

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	Income	Receipts	Totals
Current Account as at 31.01.22			£89,477.84
Current Account (Ring fenced)			£30,002.69
CCLA Deposit Fund as at 31.01.22			£40,000.00
Total Available			£159,480.53
Less February Payments		£18,958.36	
Less unrepresented payments		£36.00	
Deposits (CCLA Interest)	£5.59		
Income	£702.87		
Deposits (Ring Fenced Interest)	£0.23		
Bank Statement			£71,227.94
Total Funds at 28.02.22			£141,194.86

PC/22/03/342 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>
07.03.2022	Southern Electric		HA 1980	Street Lighting – February 2022	£62.46	£391.14
07.03.2022	Onecom	579189	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
07.03.2022	NEST		LGA 1972 s112	February 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>
07.03.2022	DNH Contracts	1977	Litter Act 1983 S5,6	Emptying of dog and litter bins for February	£84.00	£504.00
07.03.2022	Parish Online	0004	LGA 1972 s111	Parish Online Renewal	£13.50	£51.00
07.03.2022	HMRC		LGA 1972 S112	February Tax and NI		£161.02

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07.03.2022	Mrs N Palmer		LGA 1972 S112	February Salary		£1099.02
08.03.2022	Mrs Nicola Palmer		LGA 1972 s111	Expenses – Stationary		£23.49
07.03.2022	Kay Iqbal		Parish Council Act 1947 S1	Bus Shelter Cleaning		£100.00
07.03.2022	Kay Iqbal		Parish Council Act 1947 S1	Noticeboard Cleaning		£84.00
07.03.2022	Carter Jonas	370450	Small Holdings Allotments Act 1908 ss23	Rent for Allotments		£300.00
07.03.2022	SparkX	3762	HA 1980	Inspection of Streetlight Columns	£568.40	£3410.40
07.03.2022	RPM		Open Spaces Act 1906	Sign for School Playground	£70.00	£350.00
07.03.2022	RPM	5760	Open Spaces Act 1906	Repairs to fencing and extending fence to fill the gap. Concrete pad at the entrance to prevent mud.	£116.00	£580.00
08.03.2022	SLCC	238845 -1	LGA 1972 s111	SLCC Membership Fee		£171.00
08.03.2022	SLCC	201116 -1	LGA 1972 s111	CiLCA Qualification Fee		£410.00
13.03.2022	NCALC	INV-1843	LGA 1972 s111	Data Protection Training		£38.00
13.03.2022	Mrs Sally Bramley-Brown		LGA 1972 S112	Back Dated Pay due to increase		£23.89
14.03.2022	Mr Peter Wilkins		Parish Council Act 1947 S1	Waggon & Horses Bus Shelter Painting and maintenance		£113.35
08.03.2022	Arce Membership Fees		LGA 1972 s111	ACRE Membership		£35.00

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

Proposed – Councillor Colin Russell

Seconded – Councillor Des Morris

All in favour.

[PC/22/03/344](#) [Clerks Salary](#)

The clerk informed the councillors that the annual pay increase for April 21-March 22 had now been approved and NCALC had informed councils to implement the increase and back date it to April 2021. The previous clerk would also receive the back dated pay.

RESOLUTION – Councillors resolved to agree the pay increase in line with the industry.

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Proposed – Councillor Philp Bignell

Seconded – Councillor David Harries

All in favour.

PC/22/03/345 VAT Reclaim

The clerk explained that she had submitted the claim up to the end of February as she wanted to ensure the bulk of the reclaim came in the current financial year so did not want to wait until after March payments had been reconciled. A VAT return has been submitted for October 2021 – February 2022 totalling £2237.44. March VAT would be reclaimed at the end of the month following the March reconciliation.

RESOLUTION – Councillors resolved to approve VAT Reclaim.

Proposed – Councillor Jane Wood

Seconded – Councillor Mark Copp

All in favour.

PC/22/03/346 FINANCIAL RESERVES

As the end of the year approaches the clerk had produced a document summarising how the councillors had agreed to earmark the financial reserves. The councillors agreed that £10,000 should be moved to the CCLA account to bring the reserves up to £50,000. £15,000 is earmarked to replace the climbing frame in the Community Centre and extend the Rubber mulch at the school playground. £15,000 is to be moved to the ringfenced funds for future elections costs, possible land purchase and streetlight inspections.

POLICE MATTERS

PC/22/03/347 PCSO REPORT

A report from the PCSO was circulated before the meeting, councillors had seen it.

PC/22/03/348 POLICE SURGERY

To be held in Bugbrooke Community Cafe, 16th March 2022 10:00-11:00

PC/22/03/349 SPEED WATCH

Councillor Phil Bignell gave an update regarding speed watch. He had several volunteers and was having a meeting with the police co-ordinator later in the week to confirm locations. He was keen to target the 20mph zones which had not previously been allowed within the Speed Watch Scheme.

PC/22/03/350 RUGBY CLUB SIGN

The Parish Council had pointed out the Rugby Club sign that was on the Parish Council Streetlight and the Rugby Club had requested the Parish Council's permission to erect a sign on the lamppost. Councillor David Harries agreed to take this on as an action point as Chairman of BSACCA; the Community Centre sign had been removed, and he said that it needed to be replaced so it made sense that both signs either went on the Streetlight Column or on a separate post. He agreed to investigate if the post that existed was suitable and report back to the clerk.

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PC/22/03/351 THE BIG LUNCH

The clerk provided an update and informed councillors that supplies for the 'Celebration Packs' had not yet been purchased but suppliers and costs had been researched. The brief was altered slightly to only include bunting, and the clerk was requested to collect names of residents wishing to hold a street party and who would like bunting before purchasing it at the beginning of May.

PC/22/03/352 ASSET MAPPING PROJECT

Councillors Jane Wood, Catherine Parry and the clerk had met to discuss the Asset Mapping project. A list of known assets has been created and by Wednesday next week, the Councillors Wood and Parry were going to do a village walk to ensure all the Unitary Assets had been captured.

PC/22/03/353 PARISH MATTERS

A *Monthly Inspection Sheets*

Inspection Sheets had been received from all areas.

B *Hedges/Trees/Fences/Walls*

The bush hanging over the High Street near to the pet shop had still not been cut. There was a location at the top of Great Lane that was impeding the passage of pedestrians on the footpath. The clerk was requested to write to the properties that had been mentioned. There is also a branch at the side of the Rugby Club on Community Centre land that Councillor David Harries will investigate.

C *Footpaths*

Councillor Des Morris gave a brief update from the Footpaths meeting.

D *Street Lighting*

The light at the bottom of the school lane needs to be repaired.

E *Highways and Transport*

Councillor John Curtis informed the council that the water at The Wharf was still pouring down the road. The Canal & River Trust concluded they could find no source for the water. The investigation team had also been sent a 1900 land register map from the estates record team that also indicates no-visible structure or suspected ditch arrangement that could account for the water issue there related to the canal. In addition, the canal is approximately 55m away and the waterway wall along that bank is in very good condition. They confirmed it is not their structure or waterway causing this issue. The clerk informed councillors that Anglian Water were now working with West Northants.

F *Millennium Green*

A virtual plaque now appears online showing Bugbrooke to be part of the official Queen's Green Canopy initiative.

PC/22/02/323 DATE OF NEXT MEETING

Monday 11th April 2022 at 7.30pm. To be proceeded by The Annual Parish Meeting at 7.00pm. This is an open meeting for all residents and organisations in the parish. Both meetings will be held in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 8.52 pm.

March 14, 2022

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End of Minutes

CHAIRMAN:.....

DATE:.....