

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 11th April 2022 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 Ian Gordon
Councillor Paul Henson

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

IN ATTENDANCE

1 Members of the Public

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Des Morris		
Councillor David Harries		
Absent		

Before the meeting began the chairman reminder councillors that the clerk was on holiday and Councillor Catherine Parry/ Councillor Jane Wood would take minutes and actions from the meeting.

PC/22/04/355 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/04/356 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None were declared.

PC/22/04/357 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

Councillor Scott Millar declared that he is about to start a new role with Balfour Beatty.

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PC/22/04/358 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 14th MARCH 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/22/04/359 PUBLIC PARTICIPATION

Tracey Davies, a resident of the High Street, raised concerns about the safety of children entering and leaving the Primary School due to number and position of cars parked around the school, including on the zig zag lines. Several suggestions were put forward including improving road markings to remind drivers of the 20mph limit. It was agreed that the PC will write to Highways about the road markings, and to the Primary School and Police to highlight the problem.

PC/22/04/360 UNITARY COUNCILLOR REPORT

A report from Deputy Unitary Leader Adam Brown had been read out during the preceding Annual Meeting.

PC/22/04/361 REPORTS ON ISSUES PREVIOUSLY RAISED

Many issues raised at the last meeting are discussed later in the agenda.

PC/22/04/362 ABILITY COMMUNITY BUS SERVICE

Lynn Hinch from Ability Community Transport gave an overview of the services offered by this Community Interest Company. It is a demand-response service offering various levels of membership including collection from and drop off to home address. Regular routes and one-off trips can be arranged providing there is sufficient demand. Fares are similar to Stagecoach and concessionary fares apply. It was agreed that this service could be of value to residents and should be promoted through the Bugbrooke Link and on the village Facebook page.

PC/22/04/362 PLANNING

1. WNS/2022/0635/FUL - Wharf House Pattishall Road Bugbrooke NN7 3QB - Proposed single storey orangery to rear after demolition of existing UPVC conservatory, Front roof change to remove overhang to porch, Remove bay window and fit doors (front elevation), Utility room door swapped for window (front elevation).

DECISION = no objections raised.

2. WNS/2022/0670/FUL - Bugbrooke Cricket Club Pavilion And Cricket Field High Street Bugbrooke - Single storey side extension and removal of the existing kitchen to provide a larger social area.

DECISION = no objections raised.

FINANCIAL MATTERS

PC/22/04/363 A financial statement and reconciliation for the month ending 31st March has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

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Proposed – Councillor Brian Curtis

Seconded – Councillor Mark Copp

	Income	Receipts	Totals
Current Account as at 28.02.22			£71,227.94
Current Account (Ring fenced)			£30,002.92
CCLA Deposit Fund as at 28.02.22			£40,000.00
Total Available			£141,230.86
Less March Payments		£8,745.27	
Less unpresented payments			
Deposits (CCLA Interest)	£10.11		
Income	£3,378.27		
Deposits (Ring Fenced Interest)	£0.25		
Bank Statement			£65,871.05
Total Funds at 31.03.22			£135,874.22

PC/22/04/364 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						
<u>Date</u>	<u>Payee</u>	<u>Invoice</u>	<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T</u>	<u>Total</u>
04.04.2022	Southern Electric		HA 1980	Street Lighting – March 2022	£62.46	£391.14
04.04.2022	Onecom	592310	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
08.04.2022	NEST		LGA 1972 s112	March Pension Contribution		£88.32
Transfers						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>

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04.04.2022	DNH Contracts	2003	Litter Act 1983 S5,6	Emptying of dog and litter bins for March	£105.00	£630.00
04.04.2022	HMRC		LGA 1972 S112	March Tax and NI		£277.20
04.04.2022	Mrs N Palmer		LGA 1972 S112	March Salary + Back Pay		£1253.26
04.04.2022	Jeremy Collett		LGA 1972 s111	Renewal of website domain (2018- 2021)		£55.19
RATIFICATION						
Transfers						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
28.03.2022	BSACC	SI - 4914	LGA 1972 s112	Office Rental & Room Hire Jan - Mar		£445
28.03.2022	BSACC	SI - 4965	LGA 1972 s112	Room Hire		£22.50
28.03.2022	Mr Peter Wilkins		Parish Council Act 1947 S1	Open Space Smitherway, clearing & seeding		£80.99

Clerk to confirm change to electricity costs following recent price rises.

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

Proposed – Councillor Brian Curtis

Seconded – Councillor Mark Copp

All in favour.

PC/22/04/365 Internal Control Check

Internal control councillor Jane Wood. Had carried out the checks in line with the councils Financial Regulations and her report had been circulated with the agenda.

RESOLUTION – Councillors resolved to accept the control checks had been carried out satisfactorily.

Proposed – Councillor Colin Russell

Seconded – Councillor Catherine Parry

All in favour.

PC/22/04/366 VAT Reclaim

The clerk has submitted the VAT claim for March for £915.37. This will show in the 2022/2023 accounts.

RESOLUTION – Councillors resolved to approve VAT Reclaim.

Proposed – Councillor

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Seconded – Councillor

All in favour.

PC/22/04/367 YEAR END 2021/2022

The clerk had attached the 4th Quarter Budget report that shows how Bugbrooke Parish Council had performed verses the budget. Councillor Parry gave an update of behalf of the clerk. Generally, all the spend was in line with the budget, the total spend was £93,059.66 without VAT. This is £15,260 under budget. This puts the council in a strong position going into 2021/2022. The year ended with total cash in hand of £135,874.22.

POLICE MATTERS

PC/22/04/368 PCSO REPORT

A report from the PCSO was circulated before the meeting, councillors had no comments.

Councillor Scott Millar advised that the revised contract has still not been signed by the Police, it is yet to go through their legal team, despite numerous follow-ups. It was agreed that the PC would write to Stephen Mold, Northants Police & Crime Commissioner to escalate the matter.

PC/22/04/369 SPEED WATCH

Councillor Phil Bignell gave an update regarding speed watch. Three sessions have been undertaken and have picked up a number of cars exceeding speed limit, including 6 today. No fines will be issued but letters are sent in each case for up to two occasions and then the police will visit if there is a third incident.

PC/22/04/370 RUGBY CLUB SIGN

No update provided as Councillor David Harries was absent – carried forward to the next meeting.

PC/22/4/371 HM THE QUEENS JUBILEE - THE BIG LUNCH

The clerk provided had provided an update that was read out. As of the 5th April, the Clerk had requests from 6 streets for bunting and also for some to be supplied to the Church Tea party that is happening on the 5th. This will be possible as it can be reused as the same applicant is having a street party on the Sunday. The clerk had also been informed that a group of around 15 family and friends from the village would be meeting on the Community Centre fields. A notice about arrangements for the Jubilee has been put up on village noticeboards and on the website. The clerk had already requested that the hanging baskets be themed Red, White and Blue.

PC/22/04/372 ASSET MAPPING PROJECT

Councillors Jane Wood, and Catherine Parry gave an update – the clerk had added the Unitary Assets to the online register.

PC/22/04/373 OPEN SPACE SMITERWAY/SHEPHERDS WALK

The clerk had attached a briefing note.

PC resolved to write to Champion School eco committee to see if they are interested in taking part in a project such as planting wildflowers or creating a mini park.

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PC/22/04/374 PARISH MATTERS

A Monthly Inspection Sheets

Most completed Inspection Sheets had been received.

B Hedges/Trees/Fences/Walls

Councillor John Curtis asked whether an arboricultural report and permission had been sought by resident at 32 West End prior to severely cutting back a large chestnut tree. It is thought that the tree is subject to a TPO and in a conservation area. Clerk to check and report to WNC as necessary.

C Footpaths

Nothing to report.

D Street Lighting

Councillor Phil Bignell would like to propose that the streetlight columns on the High Street be painted. The council agreed that the Clerk should ask for 3 quotes for the work.

E Highways and Transport

The water at The Wharf is still ongoing the clerk had provided a briefing note to update councillors. Councillor John Curtis raised the issue of water running down Litchborough Road, this appears to be due to a ditch not being cleared. Councillor Tiffany Cotterill advised that the landowner is the Collins estate – the PC resolved to write to the landowner to request that the ditch is maintained.

F Millennium Green

Nothing to report.

H Environmental group

Councillor Clare Slater gave a brief update. A litter pick is planned for Sunday 8th May, followed by refreshments at the Community Café.

PC/22/03/375 DATE OF NEXT MEETING

Monday 9th May 2022 at 7.30pm. The clerk has been updating the council policies and they will be sent in advance to allow councillors time to read through them and send comments in advance of the meeting.

There being no further business the chairman closed the meeting at 8.38 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....