

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday 14th November 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

9 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
Absent		

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/22/11/504 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/11/505 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

Councillor Tiffany Cotterill declared an interest in the planning application for the preschool as she is a trustee. Paul Henson also declared an interest as his wife Debbie runs Fountain of Knowledge Nursery in the village. Paul informed councillors that the nursery had just won Nursery of the year at the Northampton Education Awards.

Councillor Will Marriott declared an interest in the preschool application and Councillor David Harries declared an interest in the BSACC maintenance grant.

PC/22/11/506 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/22/11/507 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 10th OCTOBER 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/22/11/508 PUBLIC PARTICIPATION

There were 9 members of the public present.

Councillor Tiffany Cotterill expressed anger and disappointment at the PC voting for Park Hall and members of the public were in attendance to ask questions as to why the parish council had supported the application. It was highlighted that later in the meeting the council were to discuss the phone line at the surgery and difficulty getting through, and is so why were the council voting to allow more houses in the village.

The clothes bins in the carpark at the church were mentioned so the clerk explained the on going process to try to get them removed.

PC/22/11/509 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not present at the meeting, he had been held up at a prior meeting.

PC/22/11/510 REPORTS ON ISSUES PREVIOUSLY RAISED

- The clerk is still working to get the charity bins in the carpark at the church removed as they are not maintained or collected regularly and has asked Adam Brown for help from WNC.
- Following the council adopting the civility and respect pledge it has been proposed by the clerk that the council as a whole; will undertake equality and diversity training. This has come out of a discussion with some councillors and the general need to ensure Bugbrooke Parish Council is kept up to date.

Bugbrooke Parish Council

Agenda & Meeting Minutes

- Comments were made regarding the planning application at Park Hall and that the strategic housing team had commented on not being able to view the financial viability report. Councillor asked the clerk to investigate if the financial report been seen by the planning officer and if they can provide the parish council with more information so that the parish council could ask to put conditions on any subsequent planning approval. Councillor were keen to see even have a redacted version of the report.
- Councillor John Curtis has requested donations from councillors to put a final layer on the path in the churchyard that he has been arranging outside his capacity as a councillor. As this is not parish council business, the clerk cannot assist in the collection so if councillors want to donate it should be arranged following the meeting.
- The clerk confirmed that they were waiting to get parts for the playground. The clerk would have liked to have ordered these while the council was waiting for the insurance claim to be settled, whoever, she had not wanted to jeopardise the claim.

PC/22/11/511 PLANNING

8a. WNS/2022/2054/FUL- Bugbrooke Pre School 14 High Street Bugbrooke NN7 3QF - Single storey rear extension, to provide new teaching space, toilets, stores, cloakroom and covered play area.

Councillors discussed the pitch of the roof and any impact on the neighbours but were happy to support the application.

FINANCIAL MATTERS

PC/22/11/512 A financial statement and reconciliation for the month ending 31st October has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

	Income	Receipts	Totals
Current Account as at 30.09.22			£122,507.94
Current Account (Ring fenced)			£45,026.80
CCLA Deposit Fund as at 30.09.22			£40,000.00
Total Available			£207,534.74
Less October Payments		£19,996.91	
Less unrepresented payments			

Bugbrooke Parish Council

Agenda & Meeting Minutes

Deposits (CCLA Interest)	£57.49		
VAT Reclaim	£3,098.23		
Deposits (Ring Fenced Interest)	£14.68		
Bank Statement			£105,666.75
Total Funds at 31.10.22			£190,708.23

PC/22/11/513 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>
08.11.2022	Southern Electric		HA 1980	Street Lighting – October 2022	£68.47	£429.17
08.11.2022	Onecom	671298	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
08.11.2022	NEST		LGA 1972 s112	October Pension Contribution		£119.07
<u>Transfers</u>						
<u>Date</u>	<u>Payee</u>		<u>Statutory Power</u>	<u>Description</u>	<u>V.A.T.</u>	<u>Total</u>
08.11.2022	DNH Contracts	2172	Litter Act 1983 S5,6	Emptying of dog and litter bins for October	£84.00	£504.00
08.11.2022	HMRC		LGA 1972 S112	October Tax and NI		£359.04
08.11.2022	Mrs N Palmer		LGA 1972 S112	October Salary		£1415.84
08.11.2022	BSACC		LGA 1972 s111	Office Rental for November & Room		£218.00
08.11.2022	Lexis Nexis		LGA 1972 s111	Arnold Baker 13 th Edition		£165.00
08.11.2022	PW Warden Environmental Services	7050	Highways Act 1980 S96	October Mowing of Verges	£53.00	£318.00
08.11.2022	Starboard Systems Ltd - Scribe	3278	LGA 1972 S112	Scribe Annual software licence		£561.60
08.11.2022	Kay Iqbal		Parish Council Act 1953 S4	Bus Shelter Cleaning		£100.00

Bugbrooke Parish Council

Agenda & Meeting Minutes

08.11.2022	MS OFFICE 365	E0300KJ MWM	LGA 1972 s111		£22.56	£136.00
08.11.2022	NCALC	INV-2110	LGA 1972 s111	NCALC CIL Training Clerk + 3 Councillors	£30.40	£182.40
08.11.2022	Millennium Green Trust		Open Spaces Act 1906 s6	Annual Grant to maintenance costs		£4000.00
Ratification						

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

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

PC/22/11/514 FULL COUNCIL APPROVAL OF THE 2023/2024 BUDGET

The Finance committee had a budget meeting on 7th November and had been through the budget carefully. There had been a few tweaks and money left over from this year's budget was being allocated to 2022/2023 projects to keep the precept as low as possible. The council are sensibly building up earmarked reserves to ensure there is money available over the next few years for updates that will be required to facilities in the village.

The precept was approved, and this will be formally resolved at the December meeting.

RESOLUTION – Councillors had the opportunity to review the final budget and it was resolved to accept the figures presented.

Proposed: Councillor Colin Russell

Seconded: Councillor Des Morris

All in favour.

PC/22/11/515 CLERK SALARY NATIONAL INCREASE & PENSION

Bugbrooke Parish Council follow the national scheme, so no council approval is needed to approve the national increase. However, the clerk likes to ensure councillors are informed. The increase is back dated to April. Councillor Harries highlighted that it came to light at the budget meeting that when selecting a pension, the clerk had presented the cheapest option for the council. However, Councillor Harries and Councillor Wood had pointed out the clerk such be on the national scheme and requested that the clerk investigate this and put it back on the agenda.

RESOLUTION – It was resolved Bugbrooke Parish Council accept the national increase to the clerk's salary.

Proposed – Councillor Mark Copp

Seconded – Councillor Colin Russell

All in favour.

Bugbrooke Parish Council

Agenda & Meeting Minutes

PC/22/11/516 CHRISTMAS

Santa had sent an update and sweets donations are coming in and stated he will be at the football club on the 27th November, 10th December at the Sunday School and. Santa and his elves will be touring the village on the 16th December.

POLICE MATTERS

PC/22/11/518 POLICE MATTERS - PCSO Report

Councillors had read the report from the PCSO. There has been damage at the community centre playground and this had been reported to the police.

PC/22/11/519 BSACCA MAINTENANCE GRANT

The parish council currently pay £6000 toward the maintenance of the playing fields. Costs have increased substantially recently. Between April and October, the council have paid £6111.00 inc VAT. The parish council are being asked to increase the amount to £8000.

RESOLUTION – It was resolved Bugbrooke Parish Council will increase the annual maintenance grant to £8000.

Proposed – Councillor Catherine Parry

Seconded – Councillor Tiffany Cotterill

All in favour.

PC/22/11/520 COMMUNITY LIVING ROOM & BUGBROOKE CHARITIES

The project had begun in the unseasonably warm conditions so the coming months will show the real need for the Living Room. Coverage and promotion of the project had been most welcome, and Councillor Wood had been on the radio twice. The existing coffee and chat at the church and the chapel every Thursday had both been well attended. The PCSO was trying to pop in on different weekly sessions. Councillor Jane Wood was in the process of setting up sessions at Jubilee House the cost of around £20 for a morning or afternoon session.

PC/22/11/521 THE CORONATION

The initial meeting with the clubs has been set for the 17th November to work on some of the bigger aspects of the event. The budget had been agreed and the clerk would keep costs as low as possible, but the council had allowed enough funds to put on a successful event.

PC/22/11/522 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

C Footpaths –

The clerk was asked to arrange for Ash Grove to the High Street to be cut back. The council discussed the accessibility issues on footway's linking residential areas to the Bugbrooke Rugby Club and Community Centre. The response from WNC noted that it had been raised by the Parish Council

Bugbrooke Parish Council

Agenda & Meeting Minutes

previously. The barriers were installed before the new regulations around the DDA 1995 (now consolidated under the Equality Act 2010) were introduced. Following investigation, the only solution would be to remove the barriers which could create problems at this point the Parish Council decided not to take the matter any further. If WNC are to reconsider this request it will be necessary for the Parish Council to undertake consultation with those affected and the local neighbourhood Police. It is important to note that this could be unpopular with the local community who may have legitimate concerns regarding anti-social behaviour/vehicle access. WNC suggested there may be other suitable alternative routes that can be promoted for use by those with accessibility requirements.

D Street Lighting – A number of lights are day burning the clerk will get a quote and report back.

E Highways and Transport – Councillor Bignell will investigate if the timetables have been updated. The parish council are not responsible for the bus timetables but can ask Stagecoach to ensure they are correct.

F BSACCA -

G Millennium Green - planted daffodils around the trees. Survey is needed on the trees again as the line of trees are now over 50ft.

H Environmental Group – Face to face meeting will take place next week and there will be a stall at the craft fair on Saturday. Regeneration of the greenspace between Smitherway/ Shepherd Walk, has been prepared and the land has been planted. In 2023 the group would like to tackle other green spaces in the village but need community help and support to do this.

I Defib – No updates

J Patient Participation Group – phone line was discussed, and the issues will be raised at the next PPG meeting.

PC/22/11/523 2023 MEETING DATES

The clerk has provided a list of dates that takes into account the new bank holiday for the Coronation and moving the April meeting out of the easter holidays to allow for village groups to join in and it be more of a community event.

PC/22/11/524 ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA

PC/22/10/525 DATE OF NEXT MEETING

Monday 12th December 2022 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.35 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....