

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday
10th October 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 William Marriott

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

IN ATTENDANCE

Around 30 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Ian Gordon	Personal	Yes
Councillor David Harries	Personal	Yes
Councillor Paul Henson	Personal	Yes
Absent		

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PC/22/10/479 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/10/480 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None were declared.

PC/22/10/481 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required. Councillor Phil Bignell is now the Chair of the Patient Participation Group.

PC/22/10/482 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th SEPTEMBER 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.**

The chairman brought the PCSO up the agenda, so he did not have to wait. PCSO Chris Dudley said anti-social behaviour had reduced but several incidents had not been reported. He is working closely with Campion and working in school to spend time with students. A group of children have been seen drinking and vaping in the village and everyone was asked to report where they are getting the vapes.

PC/22/10/483 PUBLIC PARTICIPATION

There were around 30 members of the public present. Instead of the allocated 10 minutes of public participation, the chairman allowed 30 minutes of questions and comments on the Park Hall Planning Application from members of the public. All that commented were objecting to the building of the 10 houses within the conservation area, many commented on the picturesque nature of the land and how it was a valued area of the village, objectors raised concerns about flooding, the oversubscribed doctor's surgery, traffic, wildlife and trees.

There was also an objection to the extended opening hours of the takeaway due to concerns about rubbish, anti-social behaviour, parking close to the corner and noise pollution.

PC/22/10/484 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was unable to attend the meeting but had submitted a report. The clerk summarised the report and will forward to councillors to digest in their own time.

PC/22/10/485 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.
- Local Government Boundary Commission for England – The Clerk has been in contact with Flore and had a meeting with Nether Heyford. The parish council have agreement from Nether Heyford that a ward with Bugbrooke, NH and Flore would be a good idea so the clerk will submit a response when feedback is received from the other parishes.

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- The clerk had written a letter regarding the Public Space Protection Order and the new survey offering the opportunity for certain areas such as playing fields to ban dog completely. The response was that the consultation for the Draft PSPO will not be reopened, therefore, there is no opportunity to consider new requirements at this stage. However, this representation will be considered in a future review of the PSPO that WNC will be undertaking.

PC/22/10/486 PLANNING

8a. WNS/2022/1799/FUL - Kiln House 12 Ace Lane Bugbrooke NN7 3PQ - Detached Storage Building at Front.

No objections but it should stipulate that the building should not be used for commercial purposes.

8b. WNS/2022/1812/FUL - 28 Camp Hill, Bugbrooke, Northamptonshire, NN7 3PH - Two storey extension to the side and single storey extension to the rear.

No objections.

8c. WNS/2022/1859/FUL - 1A Great Lane, Bugbrooke, Northamptonshire, NN7 3PE - Variation of condition 10 (opening hours) of planning permission S/2012/1574/EXT (Extension to time on S/2009/1142/FUL Alterations and change of use from storeroom to take-away) to allow extensions to opening hours Tuesday-Sunday 12:00 to 22.30

Comment - Recommend that it be allowed for a trial period only and reviewed after 12 months. Limited hours on Sunday. The proviso was that they must provide own rubbish removal facilities. This application was objected to by 3 councillors.

Addition - As stated every month on the agenda planning applications received after the agenda has been issued but before the meeting will be discussed in addition to those listed.

Due to the nature of the planning application, an updated planning document was published on the 6th October on the Bugbrooke Parish Council website, noticeboards and the village facebook page was updated to inform residents of the Park Hall application. The deadline for Bugbrooke Parish Council to comment on the WNC letter stated 27th October.

8d. WNS/2022/1907/MAF - Park Hall Church Lane Bugbrooke NN7 3FD - Alterations and extensions to main house, outbuildings and access and to construct 10 residential dwellings

&

WNS/2022/1908/LBC - Park Hall Church Lane Bugbrooke NN7 3FD - Listed building consent for the alterations and extensions to main house, outbuildings and access and to construct 10 residential dwellings.

Councillors were asked for their opinions on the plans/application and a discussion followed. Councillors would have liked to see the supporting financial documents and felt that that this information was relevant. The parish council assume that the Enabling Development report and financial viability report will be scrutinised by WNC to ensure the development that is being

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proposed is at least the minimum amount required to meet the conservation deficit. Councillors are concerned about flooding and want that to be scrutinised, they were surprised not to see a sustainable drainage system on the plans.

Following the discussions, the chairman went round the table and asked if any councillors had any further comments. He then asked councillors if they felt they had enough information to decide or if they wanted to delay and request an extension from West Northants Council.

Only one councillor felt they would like more time. However, as the majority felt ready to vote, the chairman proceeded to take a vote on the Park Hall Planning Application. The application was supported by 8 councillors and objected to by 4.

All members of the public then silently left the meeting.

FINANCIAL MATTERS

PC/22/10/487 A financial statement and reconciliation for the month ending 30th September has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor John Curtis

Seconded – Councillor Colin Russell

All in favour.

	Income	Receipts	Totals
Current Account as at 31.08.22			£82,931.20
Current Account (Ring fenced)			£45,018.66
CCLA Deposit Fund as at 31.08.22			£40,000.00
Total Available			£167,949.86
Less September Payments		£19,223.66	
Less unrepresented payments			
Deposits (CCLA Interest)	£54.90		
WNC Precept	£58,745.50		
Deposits (Ring Fenced Interest)	£8.14		
Bank Statement			£122,507.94
Total Funds at 30.09.22			£207,534.74

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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
03.10.2022	Southern Electric		HA 1980	Street Lighting – September 2022	£75.50	£472.88
03.10.2022	Onecom	671298	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
03.10.2022	NEST		LGA 1972 s112	September Pension Contribution		£119.07
Transfers						
Date	Payee		Statutory Power	Description	V.A.T.	Total
03.10.2022	DNH Contracts	2148	Litter Act 1983 S5,6	Emptying of dog and litter bins for September	£84.00	£504.00
03.10.2022	HMRC		LGA 1972 S112	September Tax and NI		£359.04
03.10.2022	Mrs N Palmer		LGA 1972 S112	September Salary and backpay		£1415.84
03.10.2022	BSACC		LGA 1972 s111	Office Rental for October & Room		£185.00
03.10.2022	Lexis Nexis		LGA 1972 s111	Arnold Baker 13 th Edition		£165.00
03.10.2022	PW Warden Environmental Services	7029	Highways Act 1980 S96	September Mowing of Verges	£106.00	£636.00
03.10.2022	Police, Fire and Crime Commissioner	310007 05	Local Government and Ratings Act 1997 S31	Sponsored PCSO 1 st Oct – 31 st March		£13657.33
03.10.2022	RBL Poppy Appeal		S137	Poppy Wreath		£50.00
03.10.2022	K&J Hird Ltd	5225	LGA 1972, s139	Erection and removal & watering of Hanging baskets	£310.00	£1860.00
03.10.2022	DM Payroll Services Ltd	2387	LGA 1972 S112	Payroll Services		£66.00
03.10.2022	MS OFFICE 365	E0300KJ MWM	LGA 1972 s111		£22.56	£136.00
03.10.2022	Peter Wilkins		Litter Act 1983 S5,6	Replace bin a Community Centre		£25.00
03.10.2022	NCALC	INV-2254	LGA 1972 S112	Code of Conduct Course	£7.60	£45.00
03.10.2022	R&G	119035	Open Spaces Act 1906 s6	Gang and Triple Mow	£93.20	£559.20
Ratification						
03.09.2022	Siemens		LGA 1972 s111	Printer Lease	£40.00	£240.00

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

Proposed – Councillor John Curtis

Seconded – Councillor Colin Russell

All in favour.

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PC/22/10/489 HALF YEAR BUDGET REPORT

The clerk had attached a briefing note showing the current position of the council.

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

Proposed: Councillor John Curtis

Seconded: Councillor Colin Russell

All in favour.

PC/22/10/490 DRAFT BUDGET

The clerk had been working on a draft budget for 2023/2024 and had presented an Action Plan for the council for the next few years to help inform the budget setting.

RESOLUTION – It was resolved Bugbrooke Parish Council agreed to add the following items to the budget, the Coronation, Twinning planning and Green space and the clerk would present the final version at the next meeting.

Proposed – Councillor John Curtis

Seconded – Councillor Colin Russell

All in favour.

PC/22/10/491 VAT RETURN

The clerk has submitted a VAT reclaim for £3098.23 for the period of 01/04/22 – 31/09/2022.

RESOLUTION – It was resolved that councillors accepted the VAT Reclaim of £3098.23.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

PC/22/10/492 TO CONSIDER PASSING A RESOLUTION TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

A briefing note had been attached to the agenda. By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

RESOLUTION – It was resolved that councillors sign up to the Civility and Respect Pledge and accepted the statements supplied by NCALC and SLCC.

Proposed – Councillor Jane Wood

Seconded – Councillor Catherine Parry

All in favour.

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PC/22/10/493 POPPY WREATH

The Poppy Wreath has been received and passed to Councillor Phil Bignell.

PC/22/10/494 CHRISTMAS

A briefing note had been attached to the agenda, but Councillors decided that a tree and extra decorations to the lampposts was not needed.

POLICE MATTERS

PC/22/10/495 PCSO REPORT

A report from the PCSO was circulated in advance of the meeting. Councillors were given an update of some of the police work going on behind the scenes.

RESOLUTION – It was resolved that councillors would like to continue with the sponsored PCSO arrangement on the same basis as the current arrangements.

Proposed – Councillor Des Morris

Seconded – Councillor Phil Bignell

All in favour.

PC/22/10/496 HANGING BASKETS

The clerk informed councillors that the hanging baskets had been taken down and returned to Sandy Lane Nursery. They had been a beautiful display and had lasted really well all summer even though it was exceptionally hot. The chairman asked if councillors were happy to continue with the same suppliers next year.

RESOLUTION – It was resolved that councillors would like to continue with the same suppliers of the hanging baskets in 2023.

Proposed – Councillor Phil Bignell

Seconded – Councillor Colin Russell

All in favour.

PC/22/10/497 SCHOOL PLAYGROUND

The clerk informed councillors that the replacement equipment had been ordered and the RPM would make it a priority as soon as the order was received.

PC/22/10/498 COMMUNITY LIVING ROOM & BUGBROOKE CHARITIES

A meeting had taken place before the council meeting to decide if Bugbrooke Charities was to be resurrected. It was felt that the charity was too small to continue as the bulk of the funds were in trust and only accessible if the charities were to close.

RESOLUTION – It was resolved that The Bugbrooke Charities should be closed and the assets and funds transferred to The Community Café, to be used in accordance with the philosophy of the charities to help those in need who live in Bugbrooke,

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Proposed – Councillor Jane Wood

Seconded – Councillor Phil Bignell

All in favour.

PC/22/10/499 THE CORONATION

A briefing note had been circulated with the agenda and councillors were in agreement that a village event should be organised and a budget allocated.

PC/22/10/500 SPEED WATCH

Councillor Bignell and Councillor Colin Russell had completed the last speed watch session of the year. It had been very productive. 7 sessions caught 61 people.

PC/22/10/501 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

Trent valley footpath, gate at the church yard needs to be replaced, it needs to have a low-level latch for accessibility clerk was asked to write to Highways. Ask if the Millennium Green can move the bin. There is a bolt on the gate at the public footpath in West End.

Cycle path to Kislingbury needs to be reported again.

D Street Lighting

Burning day light.

E Highways and Transport

F BSACCA

G Millennium Green

H Environmental Group

Regeneration on the Smitherway/ Shepherd Walk, preparing the land for planting and sowing and notes will be put on the website.

I Defib -The pads have been replaced. Clerk finding out how long shelf life is to determine if another can be purchased and stored.

J Patient Participation Group – Phil Bignell attended the meeting we are in a primary care group that stretches right up to Kings Health.

PC/22/10/502 ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA

PC/22/10/503 DATE OF NEXT MEETING

Monday 14th November 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

October 10, 2022

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CHAIRMAN:.....

DATE:.....