

Bugbrooke Parish Council

Agenda & Meeting Minutes

Monthly Meeting of the Full Council

Minutes of the Meeting of the Full Parish Council held on Monday 12th September 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 David Harries, BEM

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

IN ATTENDANCE

1 Members of the Public

Nicola Palmer – Clerk

APOLOGIES & ABSENT

Apologies were accepted from:	Reason:	Excluded from 6- month rule:
Councillor Clare Slater (she/her)	Personal	Yes
Councillor Ian Gordon	Personal	Yes
Absent		

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The chairman began the meeting by acknowledging that it was a national time of mourning due to the death of HM Queen Elizabeth II. The decision had been made to proceed with the meeting as it had been legally called; having 3 clear days' notice before the period of mourning began. The chairman then played a video of Queen Elizabeth; following that councillors were asked to stand for a 2-minute silence. Some councillors had worn black or black armbands as a mark of respect.

PC/22/09/457 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

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

PC/22/09/458 TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF MATTERS ON THE AGENDA

None were declared.

PC/22/09/459 TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING

No updates were required.

PC/22/09/460 TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON 10th AUGUST 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/22/09/461 PUBLIC PARTICIPATION

There was one member of the public present. They did not wish to speak.

POLICE MATTERS

PC/22/09/462 PCSO REPORT

As the PCSO was present at the meeting the chairman moved the police report up the agenda, to allow PCSO Dudley to continue his patrols. 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.

PC/22/09/462 UNITARY COUNCILLOR REPORT

Deputy Unitary Leader Adam Brown was not at the meeting and but had submitted a report that the clerk read out to councillors. This included a summary of that the Local Government Boundary Commission (LGBCE) had determined that WNC will reduce from 93 to 77 councillors at the next election. The first phase is public consultation.

The Proposed Public Space Protection Order (PSPO) has been delayed after dissatisfaction with the proposals. A fresh consultation will begin in early October. Councillor David Harries asked that the clerk write a letter to allow the ability to ban dogs from the playing fields to be included.

WNC have implemented stringent controls on spending. They are closing the Daventry office and staff will be relocated to the Towcester office saving £500k per annum. NNC have begun a trial of Integrated Care Partnerships across a few parishes.

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PC/22/09/463 REPORTS ON ISSUES PREVIOUSLY RAISED

Councillor Marriott provided an update on his trip to Vohl. St Michaels Football Club will be making a trip next year. Bugbrooke Parish Council in conjunction with the football club have offered to host a Twinning visit to Bugbrooke in 2024. It was proposed by Councillor Marriott that a subcommittee be created for the event. Councillors were in agreement and were informed Steve Reeve, Jane Causebrook and Nicky Evans had already put themselves forward as willing volunteers to assist.

PC/22/09/464 PLANNING

WNS/2022/1713/FUL - 75 Pilgrims Lane, Bugbrooke, Northamptonshire, NN7 3PJ - Single-storey & two-storey rear extension with internal alterations.

Approved with no comment as matching materials had been included in the application.

Councillors also mentioned the application WNC/22/00035/MINFUL and asked that the clerk write a letter asking for a road or a contribution to a spur road to be built from Heygate's premises to J16 to remove the lorries from the centre of the village. The increase in lorries and the weight of the vehicles in recent years has a substantial impact on the village roads.

FINANCIAL MATTERS

PC/22/09/465 A financial statement and reconciliation for the month ending 31st August has been circulated with the agenda.

RESOLUTION – It was resolved that accounts below be accepted.

Proposed – Councillor David Harries

Seconded – Councillor Phil Bignell

All in favour.

	Income	Receipts	Totals
Current Account as at 31.07.22			£88,953.92
Current Account (Ring fenced)			£45,014.59
CCLA Deposit Fund as at 31.07.22			£40,000.00
Total Available			£173,968.51
Less August Payments		£7,538.20	
Less unrepresented payments			
Deposits (CCLA Interest)	£36.48		
Insurance payment for playground	£1,479.00		

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Deposits (Ring Fenced Interest)	£4.07		
Bank Statement			£81,452.20
Total Funds at 31.07.22			£167,949.86

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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.

<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>
07.09.2022	Southern Electric		HA 1980	Street Lighting – August 2022	£53.13	£338.30
05.09.2022	Onecom	658161	LGA 1972 s111	Parish Office Telephone and Broadband	£6.00	£36.00
05.09.2022	NEST		LGA 1972 s112	August 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>
06.09.2022	DNH Contracts	2100	Litter Act 1983 S5,6	Emptying of dog and litter bins for August	£84.00	£630.00
06.09.2022	HMRC		LGA 1972 S112	August Tax and NI		£359.04
06.09.2022	Mrs N Palmer		LGA 1972 S112	August Salary and backpay		£1415.84
06.09.2022	Glasdon		Litter Act 1983 S5,	New bin for Community Centre	£75.49	£452.94
06.09.2022	BSACC		LGA 1972 s111	Office Rental		£420.00
06.09.2022	BSACC		LGA 1972 s111	Room Rental		£70.00
06.09.2022	Adobe Software		LGA 1972 s111	Annual Fee for Adobe		£238.22
06.09.2022	PW Warden Environmental Services	7029	Highways Act 1980 S96	August Mowing of Verges	£53.00	£318.00
06.08.2022	Police, Fire and Crime Commissioner	310000 063	Local Government and Ratings Act 1997 S31	Sponsored PCSO		£13657.33
06.09.2022	Kay Iqbal	1572	Parish Council Act 1597 S1	Annual		£95.88
06.08.2022	R&G	118924	Open Spaces Act 1906 S6	Gang Mow & weed	£61.40	£368.40
<u>Ratification</u>						

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15.08.2022	WAVE	108545 03	LGA 1972 s111	Water for the Allotments		£183.37
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RESOLUTION – It was resolved that payments listed above be paid.

Proposed – Councillor Mark Copp

Seconded – Councillor Brian Curtis

All in favour.

PC/22/09/467 COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/2022

The clerk has received the completed AGAR from the external auditors, thereby satisfactorily completing the annual audit. A copy of the completed AGAR had been circulated with the agenda and will be posted to the parish council website and noticeboard along with the 'Notice of conclusion of audit'.

RESOLUTION – It was proposed that the Completion of the Annual Governance and Accountability Return be accepted.

Proposed: Councillor David Harries

Seconded: Councillor Brian Curtis

All in favour.

PC/22/09/468 APPOINTMENT OF EXTERNAL AUDITOR

A briefing note with information had been attached to the agenda and councillors were asked how they would like to proceed. Without hesitation it was unanimous that councillors did not want to opt out.

RESOLUTION – It was resolved Bugbrooke Parish Council should stay opted in to the SAAA arrangement.

Proposed – Councillor Phil Bignell

Seconded – Councillor David Harries

All in favour.

PC/22/09/469 CO-OPTION PROCESS

The clerk informed councillors that an advert has been placed on the website and on the village noticeboards as well as in Link magazine to notify residents of a vacancy on the parish council. The clerk said she had received one application that all the councillors had received this with the agenda. A few words were said about the candidate and how his experience could benefit the village.

The clerk asked the chairman if councillor were happy to vote via a show of hands or if required a vote could be taken on paper as the Standing Orders had been updated to include this form of voting. All were happy to vote with a show of hands.

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RESOLUTION – It was resolved that councillors voted unanimously that Graham Skinner should be co-opted on to Bugbrooke Parish Council.

Proposed – Councillor John Curtis

Seconded – Councillor David Harries

All in favour.

PC/22/09/471 TREE IN CAMP HILL

A briefing note had been attached to the agenda. The tree has been there longer than the house and it has been pruned in the past to help it keep its shape. Councillors thought it was almost a fully mature Horse Chestnut and that the parish council should be protecting it. It was requested that the clerk apply for a Tree Protection Order (TPO).

RESOLUTION – It was resolved that councillors want to ensure the tree in Camp Hill is protected and the clerk should apply for a TPO.

Proposed – Councillor John Curtis

Seconded – Councillor Tiffany Cotterill

All in favour.

PC/22/09/472 SCHOOL PLAYGROUND

The clerk informed councillors that £1479.00 had been received from the insurance company which will allow the rope to be replaced, the black boarding to be removed and the safety panels in the same style but not colour to be replaced. The area would require some further graffiti removal and grass cutting before it could be reopened. Councillors agreed that the work should go ahead as soon as possible to get the playground open. It was proposed that the park be locked over night if the council could find a volunteer. Councillor Colin Russell was keen to help and said that he could open and lock the park each day. It was agreed the hours should be 8am until dusk. This should be communicated in the next Link.

RESOLUTION – It was resolved that the clerk should arrange the repairs at the playground and order a padlock.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

PC/22/09/472 COMMUNITY LIVING ROOM

A briefing note had been sent with the agenda and councillors were very supportive of the initiative. There were discussions around how it could work and other venues such Jubilee House should be approached who could perhaps also support the village. The Bugbrooke Charities had not yet been closed, so could be updated with new trustees, and help to fund the project. Councillors Jane Wood, Catherine Parry and Tiffany Cotterill all expressed an interest in becoming a trustee. The clerk was asked to contact Alan Kent to progress. This project would be managed by a subcommittee of

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councillors and other volunteers. Dave Clayson and Brian Britten are working hard alongside councillor Jane Wood and others to make the project possible.

PC/22/09/473 PATH IN CHURCH YARD

A briefing note had been circulated with the agenda that explained the position that the parish council were in. There is no legislation that allows for parish councils to give money to an open churchyard. Although councillors could see the need for the path and many would like to support the building of a path, ultimately the majority of councillors felt it would be unlawful to proceed. Councillors are free to do anything they can to drum up support or raise funds for the path but the parish council itself could not donate.

PC/22/09/474 WNC ELECTORAL REVIEW

In addition to the briefing note that supplied with the agenda, the clerk had also attended a briefing session. The consultation requires councillors to submit an indication of which 'Ward' their parish council should belong to. Currently, Bugbrooke is a ward with 3 councillors and an electorate of 9827 and with a forecast electorate of 10731. Bugbrooke has around 2270 electorate and needs to partner/link with surrounding villages to get around 4200 electorates to be a ward under the new proposal. Following discussions, it was felt Nether & Upper Heyford as a neighbouring village, with whom Bugbrooke share a PCSO with would be an ideal scenario along with perhaps, Kislingbury and Flore who share bus routes. The clerk was requested to write to the councils with these thoughts to see if they were in agreement.

PC/22/09/475 SPEED WATCH

Councillors Phil Bignell and Colin Russell had caught 16 people speeding on Church Lane. There would be no further Speed Watch sessions until the period of mourning was over as a mark of respect.

PC/22/09/476 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*

A few were reported for the clerk to write to.

C *Footpaths*

D *Street Lighting*

A question was asked about the cost of streetlights burning in the day. Although a light is day burning the council are not charged, but the council are charged to get them turned off. The parish council always get the light turned off as the soonest opportunity when other lights are repaired.

E *Highways and Transport*

F *BSACCA*

G *Millennium Green*

It is hoped that the Copper Beech one of the 4 trees that have been put in has been saved with a concerted effort to keep it watered.

G *Environmental Group*

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The Bugbrooke Environmental working party had provided an update that the clerk read out and Councillor Jane Wood updated councillors regarding the land at Smitherway. Following a discussion, it was agreed that a spend for wildflowers and plants be approved.

RESOLUTION – It was resolved that the Environmental Working group had an agreed spend of up to £300 for the planting and maintenance of the land at Smitherway.

Proposed – Councillor Phil Bignell

Seconded – Councillor Mark Copp

All in favour.

H Defib

An update will be provided at the next meeting.

I Patient Participation Group

There had been no meetings.

PC/22/09/477 ITEMS FOR CONSIDERATION FOR NEXT MONTHS AGENDA

PC/22/09/478 DATE OF NEXT MEETING

Monday 10th October 2022 at 7.30pm in the small hall at Bugbrooke Community Centre.

There being no further business the chairman closed the meeting at 9.24 pm.

End of Minutes

CHAIRMAN:.....

DATE:.....