

BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council
held on Monday 8th June 2009 at 7.30 p.m. at the Community Centre, Bugbrooke.

PRESENT:

Chairman – Councillor Philip Bignell

Councillor John Bignell
Councillor Diana Cockrill
Councillor John Curtis
Councillor Ken Gardner
Councillor David Harries
Councillor Brenda Inch
Councillor David Jeffery

Councillor Alan Kent
Councillor Brian King
Councillor Paul Phillips
Councillor Cherry Pilcher
Councillor Neil Sturdy
Councillor Terry Ward

IN ATTENDANCE

Mrs Catherine Parry - Clerk to the Council

3 Parishioners

APOLOGIES FOR ABSENCE

Apologies were accepted from:
Councillor Jonathan Shribman
Councillor Graham Smith (SNC)

Reason:
Illness
Holiday

ABSENT

None

PC09/6/115 **COUNCILLOR JOHN BIGNELL**

The Chairman opened the meeting by welcoming back Councillor John Bignell after his recent illness.

PC09/6/116 **DECLARATIONS OF INTEREST**

Councillor Harries declared an interest, since a cheque was being paid to Mrs Harries to reimburse her for plants purchased for the village planters.

PC09/6/117 **POLICE MATTERS**

A The Chairman reported on the proceedings of the Community Panel meeting which took place at Kislingbury on 4th June 2009. Councillor J. Bignell asked whether it was possible for the figures for Campion School to be separated from those for the rest of the village, since they might artificially raise the number of recorded incidents.

RESOLVED: To ask the Police if this was possible, in time for the next Community Panel meeting

ACTION Clerk in writing, and Chairman at the next Community Panel meeting, if no response has been received before then

B The clerk has given parish council details to the police so that messages can be received under the Community Messaging scheme

C New non-emergency number for the police: **03000 111 222**

PC09/6/118 **MINUTES**

The minutes of the meeting held on 11th May 2009 were approved as a correct record and duly signed by the Chairman.

PC09/6/119 **REPORT ON MATTERS PREVIOUSLY RAISED**

No. **Item** **Details**

A Committees The list of committee members has been updated and was circulated to Councillors. Councillor Kent should be added as the representative of the village charities.

**Previous PC
Minute No.**
PC09/5/88

P 15

PUBLIC QUESTION TIME

PC09/6/120 The meeting was adjourned between 7.37 pm and 7.43 pm to allow questions and comments from parishioners. The matters raised are listed in Appendix A attached.

YOUTH MATTERS

A **Youth Shelter** - Funding has been approved for this, but it has been made clear to the district council that it is only an option if funding is also received for the multi-use games area (MUGA). The youth shelters would probably be located on either side of the existing play area.

MUGA – It is the intention to have the MUGA and the youth shelter supplied at the same time, to save costs. The Chairman reported on preliminary discussions held with the district council representative about how this is to be dealt with. Additional funding applications will be required from BSACA. WNDC is the most appropriate provider and an application needs to be made as soon as possible. A contract between the parish council, a representative from the Community Centre and the district council has been sent to the clerk by SNC and needs to be considered. The clerk will report on this during June. Mike Scragg, the police's planning officer, should also be consulted, so that there is less likelihood of objections from the police on security grounds when a planning application is made, and this also needs to be done soon. In the meantime, SNC will press ahead with quotes.

RESOLVED: That the Clerk liaise with Councillor Harries (acting on behalf of BSACA) with a view to ensuring that the necessary funding applications are made as soon as possible, and that all other necessary steps are taken to obtain all necessary permissions and funding for the youth shelter and the MUGA.

ACTION: Clerk on behalf of the Council.

NEW CHURCHYARD EXTENSION

A A reply has been received from the Fellowship confirming that they will not consider the alternative site adjacent to Trent Valley footpath. They will only agree to part with the site previously offered.

RESOLVED: That the working party meet as soon as possible in order to discuss this reply and that the Clerk be delegated to act on the instructions of the working party. Mr Bradbury on behalf of the PCC should also be included, and should be asked to advise on the practicalities of laying out any new area, access etc. Councillor J. Bignell asked whether the County Council should be involved yet, but the Chairman suggested that this was premature at this stage, since the highway authority would automatically have an input when any planning application was made.

ACTION: Clerk in consultation with the working party.

PLAY AREA AT PRIMARY SCHOOL

A Comments have been sent back to the county council, including the requirement that opening times should coincide with closure of the school gates and should include the school holidays.

B Lapsett have confirmed that the quote given in 2008 still stands. This was £20,067.00 plus VAT. They are checking that the equipment will fit within the measurements provided. There is a five week waiting period for the supply of the equipment. They have arranged a site visit for Wednesday 10th June.

RESOLVED: To continue to progress the lease and the supply of the equipment.

ACTION: Clerk

COMMUNITY SPEED WATCH AND 20MPH ZONE

PC09/6/124 A street light has been put up by the chicane. This has improved visibility, but the general view was that the bollards should be further enhanced by reflective strips. Councillor Kirkbride (NCC) was requested to ask that this be done.

Councillor Kent confirmed that a Speed Watch session had been organised for the autumn (in the 30mph zone only), and that the police had already done a speed check within the village. His experience is that people are still driving too fast past the chicane and many large vehicles (often Heygates lorries) are consequently unable to pull back onto the correct side of the road in time to give plenty of space to oncoming traffic. Many vehicles still drive too fast around the corner by Manor Farm, and recently a car drove into a stationary vehicle which was legally parked, but which had not been visible before the turn, because it was being driven too quickly. The vehicle activated signs are needed urgently.

Permanent posters are to be given to Councillor Kent which can be attached to lamp columns and then

P DS

removed and used again.

The question was raised about the status of some new "no lorry" signs which have been recently erected at various points. They seem to be ignored, and doubt was expressed as to whether they were advisory only.

RESOLVED: 1) To ask the County Council to complete the erection of the vehicle activated signs.

2) To ask whether the "no lorry" signs are advisory only

ACTION:

1) Clerk

2) Councillor Kent

PC09/6/125 **PLANNING**

West Northants Joint Planning Unit has sent a planning brief, which was circulated prior to the meeting.

Status	App. No. & applicant	Location	Proposals	PC comments or SNC decision
Info	S/2008/1257/P Johnson	12 Church Lane	New single storey dwelling on land to the rear.	Appeal dismissed.

PARISH MATTERS:

PC09/6/126 A The bus shelter at Butts Hill has some tiles missing. Councillor Gardner has ordered replacement tiles and these will be fixed shortly.

PC09/6/127 B Bus shelter at Butts Hill still needs painting. The clerk has the anti-graffiti paint ready for use.

RESOLVED: That the Chairman and Vice Chairman will paint the shelter when the roof has been fixed

ACTION: Chairman and Vice Chairman

PC09/6/128 C Light PL151 on KD9 needs replacing, and the hedge needs cutting back on KD9

RESOLVED: Clerk to write accordingly.

ACTION: Clerk

PC09/6/129 D The hedge fronting the High Street next to the Bakers Arms requires trimming back to the wall

RESOLVED: Clerk to write to Heygates.

ACTION: Clerk.

PC09/6/130 **AFFORDABLE HOUSING**

The Clerk has requested an update but has not heard anything further, and it is to be assumed that the landowner will not be willing to commit to anything until the Interim Housing Planning Policy has been adopted.

RESOLVED: To continue to press for progress on a regular basis.

ACTION: Clerk

PC09/6/131 **CONSULTATIONS**

A A response has been sent to West Northants in connection with affordable housing, to reflect the view that 35% to 40% is an appropriate percentage

B A detailed response has been sent to South Northants Council in respect of the Interim Housing Planning Policy consultation document. Should this be published on the Link website?

RESOLVED: That the response should be published on the website.

ACTION: Clerk.

C East Midlands Regional Assembly is holding a planning workshop on Friday 17th July to discuss the "Options consultation" which will run from 30th June to 6th October 2009. This will be in connection with the limited partial review of the Regional Plan which is being undertaken in respect of housing, transport and climate change.

PC09/6/132 **RISK ASSESSMENT AND AUDIT**

A The auditor's draft report raised the question of the risk assessment. The risk assessment log had been included with the agenda so that it could be reviewed for 2009 and any likely future expenditure included in the budget for next year. The auditor has suggested that a formal register of visits should be maintained for all areas which have to be checked regularly. A suggested checklist for the playing field was given to the councillors. The auditor also suggests that advice is sought from RoSPA as to whether a formal monthly check is adequate. The clerk has asked Lapsett to confirm the cost of regular external inspections. Councillor Kirkbride confirmed that Nether Heyford used RoSPA to carry out annual inspections.

RESOLVED: That RoSPA be requested to quote for an annual inspection of play equipment.

P 13

The new play area would be included within this.

ACTION: Clerk.

B It is also suggested that the financial regulations should be ratified. A copy had been supplied to councillors prior to the meeting.

RESOLVED: That the financial regulations were still acceptable and should be ratified.

ACTION: That this be minuted by the Clerk

C Councillors were reminded by the Chairman that the register of interests must be kept up-to-date. They were requested to confirm that no amendments were necessary to any details kept by the clerk. All councillors confirmed that the register of their interests was up to date.

PC09/6/133 **CLERK'S CONTRACT OF EMPLOYMENT**

The draft contract had been supplied to councillors prior to the meeting. The Clerk left the room while it was considered.

RESOLVED: That the draft contract as supplied by the Clerk, be accepted, with amendments as shown on the copy supplied

ACTION: Clerk to produce a clean copy for signature by the clerk and on behalf of the council.

PC09/6/134 **HIGHWAYS AND TRANSPORT**

Councillor Cockrill reported that the County Council was not intending to replace the bus-stop sign opposite the existing bus stop by the Baker's Arms, since that bus stop was a "bi-directional" one, which told the bus drivers that they must stop both going to and from Northampton. She will chase MGWSP to erect the replacement bus stop by the lay-by on the High Street.

PC09/6/135 **COMMUNITY CENTRE**

Councillor Harries reported on the proceedings of the annual general meeting of the community centre which was held on 13th May 2009 and of the general meeting which followed it. The BSACA will intend to keep about £5,000 of the Mast Fund money in its account for donations, and at the end of the year any surplus will be absorbed into the Association's general account. The Association is seeking to improve CCTV surveillance at the Community Centre. Roy Smith has resigned as chairman and Councillor Harries has taken over that role. Some other officers have also resigned and others have been appointed.

PC09/6/136 **CORRESPONDENCE**

1. For Action-

No.

Item

A Reminder about temporary event notices for licensable events. Clerk suggests that this is put on the website.

RESOLVED To ask that this be publicised on the website

ACTION: Clerk

B Leaflets about highways restrictions during Grand Prix weekend.

RESOLVED That these be distributed as necessary.

ACTION: Clerk

C Funding 4 U roadshow leaflets – 29th June 2009

RESOLVED That these be publicised.

ACTION: Clerk

D South Northants Youth Council posters raising awareness of youth casualties in road accidents.

RESOLVED That these be posted on the noticeboards.

ACTION: Clerk

E Election posters

RESOLVED N/A. These have already been posted on the noticeboards.

ACTION: N/A

2. For Report –

No.

Item

A Details of procedure for locking the gates to the Community Centre each day.

B Robbie's pig roasts

C NCALC newsletter. This has been forwarded to those councillors on email.

D "Arborscapes", new landscaping contractor, sent details.

E Glasdon catalogue

PC09/6/137 **Possible Twinning with Vohl.**

Councillor Curtis reported on a possible twinning approach from Vohl in Germany, with which the

football club has been twinned for many years. He asked whether the parish council would be interested in following this up.

RESOLVED: That a letter should be sent to Vohl, in English and German, inviting Vohl to enter into further discussions about a broader twinning initiative between the two communities. That the County Council should also be contacted with a view to advising further on twinning.

ACTION: Councillor Curtis will draft the letter, and will give it to the Clerk, who will arrange to have it translated into German.

FINANCIAL MATTERS

PC09/6/138 A **Monthly Budget Spent Figures**

Monthly budget spent figures were circulated.

It is suggested by the clerk that slightly simpler figures are circulated at the meeting, and a full budget spent report circulated every, say, 3 months. Full reports will obviously still be available on request to councillors and parishioners. The format suggested is: total budget, total expenditure to date, any overspend on individual items, balance remaining. The usual budget report would be taken to the meeting for inspection.

RESOLVED: That this procedure be adopted.

ACTION: Clerk

PC09/6/139 B Approval of Annual Return. This was circulated to all councillors.

RESOLVED: That Section 1 (statement of accounts) and Section 2 (annual governance) be duly approved and authority given to the Chairman to sign the annual return.

ACTION: Chairman and Clerk.

PC09/6/140 C VAT repayment has been credited to the bank account.

PC09/6/141 D HMRC have confirmed that there has been an overpayment of £36.81 tax. The tax free incentive for submitting the annual return online is £100.00 and this will be deducted from the tax owed for the next month, and for part of July's payment.

PC09/6/142 E **Accounts for Payment**

Accounts for payment were submitted as follows

Chq no	To whom	Service rendered	Amount	Vat
9	AH Contracts	Emptying of waste bins – to 31.5.09	£371.22	£48.42
9	E.On	April Electricity charges	£297.06	£38.75
9	Mr A. Walton	Litter picking May 4 weeks x 4 hours 16 hours @£6.25 less 20% tax	£80.00	
9	HM Revenue & Customs	Tax (CP £91.20 & AW £20.00) £111.20 NI (CP – November) £ .71 (NIL owing to incentive and overpayment)	NIL	
S/O	Mrs C.J. Parry	Clerk's salary– June 2009	£364.47	
9	PW Warden	May mowing (2 @ £276)	£552.00	£72.00
9	BT	Feb/May 09: a) Line rental (net of discount) £42.24 b) Phone charges £ 6.81 c) Broadband rental £59.37 d) VAT £16.26 £124.68	£124.68	£16.26
9	Mrs R. Harries	Plants from Cramden Nurseries for planters: 12 x £4.00	£48.00	

RESOLVED: That all the accounts presented for payment be approved.

ACTION: Clerk.

PC09/6/143

DATE OF NEXT ORDINARY MEETING-

Monday 13th July 2009

There being no further business the Chairman closed the meeting at 8.52pm

End of Minutes

CHAIRMAN: PS Bignall

DATE: 13/7/09

APPENDIX A

Issues raised during public question time – 8.6.09

Councillor Kirkbride confirmed that the chicane at the foot of Butts Hill was now lit. She understood the concern of residents about the potential hazard to traffic which this feature might cause. Nether Heyford have emphasised their chicane with planters. Councillor P. Bignell thought that a reflective bollard would be sensible. Councillor Kent's view is that its visibility at night has improved.

A request was made that the double yellow lines be extended. The Chairman confirmed that this had been done. Councillor Kirkbride offered to chase the County Council for some action on this point. The vehicle activated signs have not yet been fully erected.