

BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council
held on Monday 9th March 2009 at 7.30 p.m. at the Community Centre, Bugbrooke.

PRESENT:

Chairman - Councillor David Harries

Councillor John Bignell
Councillor John Curtis
Councillor Ken Gardner
Councillor Brenda Inch
Councillor David Jeffery

Councillor Brian King
Councillor Paul Phillips
Councillor Cherry Pilcher
Councillor Jonathan Shribman
Councillor Terry Ward

IN ATTENDANCE

Mrs Catherine Parry - Clerk to the Council

22 Parishioners

APOLOGIES FOR ABSENCE

Apologies were accepted from:

| | |
|---------------------------------|------------------------------|
| Councillor P. Bignell | (holiday) |
| Councillor Diana Cockrill | (singing commitment) |
| Councillor Alan Kent | (holiday) |
| Councillor Neil Sturdy | (work commitment) |
| Councillor Joan Kirkbride (NCC) | (another council commitment) |

ABSENT

Councillor Graham Smith (SNC)

PC09/3/34 DECLARATIONS OF INTEREST

No interests were declared.

PC09/3/35 POLICE MATTERS

The Clerk reported on the proceedings of the Community Panel Meeting which had taken place in Bugbrooke on Wednesday 4th March, which the Chairman and Clerk attended. The police had confirmed that they were targeting various hot-spots within the village, where anti-social behaviour had been reported. Crime slightly increased during the period April to December 2008. The police have an on-going information sharing arrangement with Campion School. They are trying to maintain visibility by, among other things, holding their surgeries, of which Bugbrooke was one, and that was reasonably successful. The priorities for Bugbrooke for the next three months were put forward as dealing with anti-social behaviour, speeding and maintenance of visibility of the police.

RESOLVED: Noted.

ACTION: N/A

PC09/3/36 MINUTES

The minutes of the meeting held on 9th February 2009 were approved as a correct record and duly signed by the Chairman.

PC09/3/37 REPORT ON MATTERS PREVIOUSLY RAISED

| <u>No.</u> | <u>Item</u> | <u>Details</u> | <u>Previous PC Minute No.</u> |
|------------|---------------------|---|-------------------------------|
| A | Neighbourhood Watch | The Clerk has had no feedback so far in respect of this, but Jen Harrison reported that various people had expressed an interest at the surgery held by the police in January and it is possible that a scheme might be set up in the Moores Close area, and it appears that a letter has been circulated to households in that area. A letter has also been circulated to all parish clerks by the local co-ordinator in Greens Norton, asking that parish councils promote NHW. | PC08/11/209 |

PJB

- B Grit bin outside Merriefields and generally Mr Cotter has confirmed that the County has refused to move this to a spot nearer the school on the grounds that there is not enough space on the footpath by the school. Generally, the clerk has written to the County asking them to consider providing more bins for next winter and also to ensure that the Kislingbury Road is adequately gritted. Speed Doctor has confirmed that they are reviewing their gritting policy for next year. They were overwhelmed by the bad weather this year and could only prioritise A roads.
RESOLVED: To diarise this issue for the autumn and to clarify then with the County what new bins will be provided; and in the meantime to ask that this bin be removed..
ACTION: Clerk. PC/09/1/14
- C Youth Club projector An invoice has been received and the light will be delivered upon payment. PC/09/1/15
- D CPRE anti-litter campaign The WI are interested in helping with this, but cannot be involved during the week of the formal campaign PC/09/2/31
- E Emergency Response plan Clerk has downloaded this from the County council website, and the previous clerk had already been on a training course. The clerk suggests that she draft a plan for Bugbrooke and put it to a future meeting.
RESOLVED: Agreed that a plan should be prepared.
ACTION: Clerk. PC09/2/31

PUBLIC QUESTION TIME

PC09/3/38 The meeting was adjourned between 7.41 pm and 8.04 pm to allow questions and comments from parishioners. The matters raised are listed in Appendix A attached.

PC09/3/39 **AFFORDABLE HOUSING**

Laura Welch had informed the Clerk that nothing further had happened with regard to this.

RESOLVED: To ensure that monthly updates were received from South Northants Council.

ACTION: Clerk.

PC09/3/40 **NEW CHURCHYARD EXTENSION**

- A Letters of complaint have been received from several residents in West End. Responses have been sent to the residents. A petition has also be signed and lodged with the council.
- B Two alternative locations have been suggested in the letters received (existing car park with new spaces being provided in the church field, and land on the opposite side of Peace Hill) and the planning officer has been requested to consider whether these are acceptable in principle to the planning department.
- C The clerk has spoken to the legal department at SNC to ask whether the parish council could compulsorily purchase some land in a location which it considered more suitable. SNC advised her that a compulsory purchase order would have to be made by the district council and would only be considered if no other suitable land was being made available. Bugbrooke Parish Council would be unlikely therefore to persuade the district council to make an order. It would also be expensive, and would take (potentially) several years, by which time the churchyard might have had to be closed. There was some considerable discussion about this matter generally, following from the public question time. The comment was made that reuse of the existing graves to the front of the church should be investigated. Doubt was expressed about the likelihood that mourners would be willing to walk to the West End site. It is still thought by some councillors that the Jesus Fellowship should be asked again to reconsider that part of their land as abuts the churchyard. It is not sufficient to proceed with the planning application for the West End site (even though no final decision could be made in connection with this site yet, because the ground investigations etc had not been carried out) if it was on the basis that this is the easiest option. The council should ensure that all possible options are considered.

PJB

PC09/3/40 **NEW CHURCHYARD EXTENSION**

- RESOLVED:** a) That the Parish Council's representatives on the working Party shall be the Chairman, Councillor Harries, Councillor Kent and Councillor Curtis.
 b) That this group of councillors would meet the PCC representatives to review all possible options with a view to presenting a detailed report to the council
 c) That, following the meeting with the PCC, a site visit would be arranged for all parish councillors.
 d) That the Clerk would prepare a note of the rights and obligations of the parish council with regard to the provision of burial facilities, and the procedures involved in providing these.

ACTION: Councillors P. Bignell, Harries, Kent and Curtis re a),b), and c).
 Clerk in respect of d).

PC09/3/41 **PLAY AREA AT PRIMARY SCHOOL**

The Clerk is chasing up the county for a draft lease. None has yet been issued, but the County's agent has confirmed that they are working to the end of March for completion. He also mentioned that the County is looking at setting up a Children's Centre, and Bugbrooke school playing field is seen as a possible location. The Clerk has asked for further details of this. Councillor Shribman explained that these centres are being set up in accordance with the Government policy to integrate children and young people into the social and health care systems. Parents can obtain benefits advice, attend health clinics etc. They focus mainly on the younger children though are intended to cater for all young people up to the age of 18 years.

- RESOLVED:** a) To continue to press the County Council for the draft lease.
 b) To ask the County Council's agent and County Councillor Kirkbride for more details of the Childrens Centre and how this would affect Bugbrooke and the provision of the play area.

ACTION: Clerk

PC09/3/42 **COMMUNITY SPEED WATCH AND 20MPH ZONE**

The County Council had confirmed that these works were still on course for commencement before the end of the financial year, and the works to the zebra crossing by the primary school had already started.

Councillor Harries disliked the late introduction of a throttle into the scheme.

RESOLVED: N/A

ACTION: N/A

PC09/3/43 **PLANNING**

CPRE has sent details of the Northants 2009 Planning Roadshow. It will be held at the Parsons Memorial Hall in Great Houghton on Tuesday 21st April, starting 6.00 for 6.30pm. Entrance is free for up to 2 councillors from member councils and £29.00 for two people from non-member councils. Places to be reserved by 3rd April.

RESOLVED: That no-one was to attend unless they informed the Clerk otherwise.

ACTION: N/A

| <i>Status</i> | App. No. & applicant | Location | Proposals | <i>PC comments or SNC decision</i> |
|---------------|---------------------------------|-------------------------------|--|---|
| <i>Info</i> | S/2008/1584/P Bird | Dalscote Road/ Gayton Road | Agricultural barn | <i>Permission by SNC</i> |
| <i>Info</i> | A/2008/1257/P Johnson | 12 Church Lane | Single storey dwelling at rear | <i>Appeal by the applicant</i> |
| <i>Info</i> | S/2008/1680/P Lloyd-Ellis | 48 Johns Road | Single storey front extension, two storey rear extension, first storey side extension | <i>Permission by SNC</i> |
| <i>New</i> | S/2009/0129/P Bastin | 36 Oaklands | Enclosure of land to extend private garden by means of 1.8m high close boarded fence | <i>No objection by BPC</i> |
| <i>New</i> | S/2009/0076/P Adams | Heyford Fields Marina | Retrospective application for mooring basin (116 berths & 2 servicing berths) with use of existing building as boat yard facilities. Construction of | <i>Objection by BPC on grounds that external maintenance works will create unacceptable noise. Also, the removal of the</i> |

FJD

| <i>Status</i> | App. No. & applicant | Location | Proposals | <i>PC comments or SNC decision</i> |
|---------------|---------------------------------|-----------------|------------------------------------|---|
| | | | toilet/shower block and footbridge | <i>footpath access to the towpath will create inconvenience to adjoining neighbour and should be reinstated. In any permission, all previous conditions should be retained.</i> |

PARISH MATTERS:

PC09/3/44 Councillor Cockrill has reported that the play areas on the Merriefields Estate are frequently fouled by dogs, the owners of which do not clear up the mess. She would like anti-fouling signs to be erected on these areas.

RESOLVED: To investigate the cost of erecting anti-fouling signs.

ACTION: Clerk

PC09/3/45 The gate to the land behind the elderly people's bungalows in Kislingbury Road seems to have been forced. SNH has been notified.

RESOLVED: To remind SNH to repair the lock.

ACTION: Clerk.

PC09/3/46 The open grassed area in Camp Close, leading to the Community Centre, has become an informal parking area, and is very muddy, the grass having deteriorated.

RESOLVED: To ask SNH to place bollards at the back edge of the footpath to prevent unauthorised parking and to repair damage done to the grass.

ACTION: Clerk.

PC09/3/47 The "No ball games" sign in Spencer Close had become unreadable and children were using the open space there to play ball games. Can the sign be replaced.

RESOLVED: To investigate the cost of a new sign.

ACTION: Clerk.

PC09/3/48 **Youth Matters**

Local Play Opportunities: The details of this SNC scheme had been circulated at the previous meeting, but it had been received too late for the agenda. The organiser has now informed the council that the play programme will involve initially a 3 month delivery of weekly play sessions to approximately 8 parishes in the district. They will be either directly after school from 3.30pm-5pm or early evening 5.30pm -7.00pm and will take place on the village playing fields or park, village green etc, with 2-3 members of the Play Team facilitating the sessions. The clerk has returned the "expression of interest" form, because this needed to be done by mid February. Some further information is required to complete the forms and the clerk will liaise with the Primary school and Campion re this. Can the playing field be made available? Is the parish council interested in confirming interest in the scheme?

RESOLVED: In general, the council is interested in pursuing this project, but needs to know that the playing field would be available for use at the relevant times.

ACTION: Clerk to approach Mr Smith of the Bugbrooke Sports and Community Association with details for confirmation that the playing field could be made available.

PC09/3/49 **Consultations**

None have been received this month, but a reply was received from NCC to the comment that a strategy for crime prevention would be better than a strategy to improve perceptions. Their view is that perceptions and actual crime rates are associated.

PC09/3/50 **CORRESPONDENCE**

1. For Action-

No.

Item

A Volunteer Centre leaflets

RESOLVED To circulate these as usual.

ACTION: Clerk

B Listers Geotechnical Consultants details update request

RESOLVED To complete this and return it.

ACTION: Clerk

12/13

- C Local Council Spring Conference. On 18th March at Rushden & Diamonds Conference Centre
RESOLVED Councillor Harries and the Clerk will attend.
ACTION: Councillor Harries and Clerk.
- D Zurich Rural Parish Insurance Scheme details
RESOLVED Not necessary to look at this at present, since the Council has a three year contract with Came and Co.
ACTION: N/A
- E A B.Sc student at Leeds Metropolitan University has asked for input into his project on earth shelters.
RESOLVED To decline the request.
ACTION: Clerk
- F Public Sector forum seminar on electronic working, in Nottingham on 19th March.
RESOLVED Not to attend.
ACTION: N/A
- G Royal Garden Party. Nominations must be in by 16th March.
RESOLVED To ask the previous Clerk if she would like to be nominated to attend.
ACTION: Clerk
- H John Hicks, playground safety consultant, offers his services.
RESOLVED To compare his services with others.
ACTION: Clerk.
- I NCC letter changing some of the road closure dates. This has been sent for posting on the website.
RESOLVED No action needed.
ACTION: N/A
- J Local Government Working Together Conference on 24th April in Milton Keynes. Cost £50 or £45 for two or more. Closing date for applications is 16th March 2009.
RESOLVED Not to attend.
ACTION: N/A

2. For Report –

- | <u>No.</u> | <u>Item</u> |
|------------|--|
| A | Standards Council Newsletter |
| B | Alzheimer's Society Newsletter |
| C | Northamptonshire Teaching Primary Care Trust has relocated to Moulton Park |
| D | South Northants Homes monthly update re major works programme currently being carried out. |
| E | Rural Services Network Newsletters |
| F | "About Play" issue 9 |
| G | Letters from Tanzania from Sue and Tony Pace |
| H | New playground website launched by Playdale |

FINANCIAL MATTERS

- PC09/3/51 A **Monthly Budget Spent Figures**
Monthly budget spent figures were circulated
RESOLVED: Noted
ACTION: N/A
- PC09/3/52 B **Review of effectiveness of internal audit and risk assessment.**
Council discussed whether it considers that its internal audit procedure is effective, on the grounds that it has both an internal control councillor (Cllr Harries) and a formal internal audit carried out by NCALC, together with a monthly budget report to check outgoings against budgeted expenditure and receipts. It also considered whether the inspection of the play equipment was adequate.
RESOLVED: After careful consideration, the council agreed that its internal audit procedure is effective, for the reasons set out above. It also considers that the play equipment is adequately inspected.
ACTION: To continue with these procedures, updating them as necessary.
- PC09/3/53 C Royal Mail has refunded £40.00 held in the account which was cancelled.
- PC09/3/54 D AH Contracts have some second hand dog waste bins for purchase if we need any.
RESOLVED: To find out more details.

Handwritten initials/signature

- ACTION:** Clerk
- PC09/3/55 E NCC has confirmed that the contribution towards grass cutting for 2009 will be £754.38. We budgeted for £654.00
- PC09/3/56 F Clerk suggests that a cheap pay as you go mobile phone is purchased, plus £20.00 credit, and that the number is put on the website, so that the parish office is more readily contactable. Say £50 total maximum spend.
- RESOLVED:** To agree to the Clerk's suggestion.
- ACTION:** Clerk.
- PC09/3/57 G **Accounts for Payment**
Accounts for payment were submitted as follows:

| Chq no | To whom | Service rendered | Amount | Vat |
|--------|----------------------------|---|---------|--------|
| 948 | AH Contracts | Emptying of waste bins – to 28.2.09 | £282.62 | £36.86 |
| 949 | E.On | January Electricity charges | £296.38 | £38.66 |
| 950 | Mr A. Walton | Litter picking February – 4 weeks x 4 hours 16 hours @£6.25 less 20% tax | £80.00 | |
| 951 | HM Revenue & Customs | Tax (CP £91.20 & AW £20.00) £111.20 NI (CP – November) £ .71 | £111.91 | |
| 952 | E.On | PL1 lamp repair | £26.99 | £3.52 |
| S/O | Mrs C.J. Parry | Clerk's salary– to 28.2.09 | £364.47 | |
| 953 | NCALC | Postage charges for return of Quality Council portfolio. | £8.96 | £1.17 |
| 954 | NCALC | CILCA training fee | £495.00 | |
| 955 | AV2 Education and Business | Youth Club projector lamp | £316.25 | £41.25 |

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

PC09/3/58

DATE OF NEXT ORDINARY MEETING:-
Monday 6th APRIL 2009
TO BE PRECEDED BY THE ANNUAL PARISH MEETING
AT 7.00PM

There being no further business the Chairman closed the meeting
at
9.22pm

End of Minutes

CHAIRMAN:.....
P S B - [Signature]

DATE:..... 6/4/09

NOTES OF THE MATTERS DISCUSSED AT THE PARISH COUNCIL MEETING

1. A parishioner raised certain points about which he was concerned, in connection with the retrospective planning application for the Heyford Fields Marina. He mentioned that he had made these concerns known to the planning authority, and had raised them as queries rather than objections.
2. A parishioner wanted to know further details about the proposed roundabout at the bottom of Butts Hill, but was told that the County Council had now decided that this was not going to be possible, and that the traffic calming measures to replace it would be a narrowing of the road at that point, together with a right of way for traffic driving up the hill out of the village. There are some concerns that this might encourage people to avoid this section of road by using a shortcut through Johns Road.
3. A copy of the litter picking routes used by the Link Person was requested by Mr Smith.
4. A number of parishioners wished to voice their objections to the proposed churchyard extension in West End. Several letters have been written to the Council and a petition has also been presented. A summary of the objections and the council's replies are annexed at Appendix B. The points made at the meeting were as follows:
 - 4.1 There was doubt that the location could validly be described as a churchyard extension, since it was removed from the churchyard. Councillor Harris confirmed that it was legally correct to call it such.
 - 4.2 The PCC will not maintain it. Mrs Pace confirmed that the PCC would indeed maintain this area.
 - 4.3 People will not walk along Trent Valley Way from the Church. They will drive, which will increase the traffic hazard in Peace Hill.
 - 4.4 Any of the other areas suggested by the objectors would be preferable to this area. The highway situation was unsatisfactory, and the hedge would need to be removed, which was contrary to the parish council's stated aim of retaining it.
 - 4.5 The parish council is choosing the easy option, just because the Jesus Fellowship is willing to sell this land.
 - 4.6 The people living near the proposed site do not want to see funerals from their windows. This is different from living near the church.

4.7 Drainage will be a problem.

5. Councillor Harries stressed that nothing had yet been finally settled. He confirmed that the West End land could be regarded as an extension to the existing churchyard. He also replied to each of the points raised, and confirmed that the parish council would investigate whether the church car park would be a likely site. The parish council does not consider that it has taken the easiest option, but does acknowledge the concerns of the residents and will seek to ensure that all possible sites are considered. He will suggest that the PCC and the parish council work together on this.
6. Another resident thought that Nether Heyford was looking for a burial ground, and perhaps this could be shared with Bugbrooke, if a suitable site could be acquired between the two villages.

RESUME OF POINTS RAISED BY RESIDENTS OF WEST END RE CHURCHYARD EXTENSION

| <u>POINT RAISED BY RESIDENT</u> | <u>COUNCIL REPLY</u> |
|--|---|
| The residents have not been informed of the council proposals | The fact that the churchyard was going to need an extension was first minuted in November 2006 and all subsequent deliberations have been published in the minutes, which are public documents, posted on the notice board in West End |
| Use part of the Millennium Green | The Millennium Green Trustees are unwilling to dispose of this area, and in any event, it is subject covenants in favour of the Harrison Trust, and to the charitable objects of the MG Trust. Consent of the Charity Commission, and all other bodies would be required to any disposal, even if the MG Trustees were minded to agree to it. |
| Re- use the existing churchyard | Graves are located in all parts of the original churchyard and the statutory procedure for the removal and re-use of these is complicated and long-drawn out. It would take several years to complete this, by which time the churchyard might well have been closed. |
| Use land adjacent to Trent Valley, closer to the existing churchyard | The whole of this parkland area is owned by the Jesus Fellowship, and they wish to maintain the integrity of their land holding. They are willing to dispose of the area fronting onto Peace Hill, but do not want to fragment the area which lies closer to New Creation Hall |
| Use the existing church field | This area was one of the first to be considered. There is a public sewer crossing the site, however, and it lies within an area where there is a high water table, and both these factors meant that it had to be ruled out. |
| Use land owned by the Diocese on the south side of the Litchborough Road and the corner of Peace Hill. | This land was apparently considered by the PCC at an early stage, but the clerk has been told that the Diocese was not willing to part with it on the grounds that it |

| POINT RAISED BY RESIDENT | COUNCIL REPLY |
|---|---|
| | cannot afford to lose the income generated from it, which is used to pay clergy stipends and pensions. |
| Use the existing church car park and create a new car park in the church field. | This is being investigated, with the planning department initially. There would, however, be considerable costs associated with the works needed to change the use, and there might be difficult on-site highways issues to be resolved. |
| Use land adjacent to the Five Bells | It is believed that this area is owned by the Harrison Trust. They would only be willing to consider disposing of part of this if they also developed some land for housing, and the planning department would not consider it. |
| Use land in Gayton Road | This would need to be agreed with the landowner, but in any event is considered to be too far away from the church to be regarded as a churchyard extension. |
| Compulsorily purchase some land. | The clerk has spoken to the legal department at SNC, and has been told that this will not be considered if land has been offered already. |
| The land is in a conservation area and cannot be used. | The fact that there is a conservation area does not preclude development – even for housing. It is considered by the council that the proposed use would at least protect this area from intrusive development. |
| There are highways disadvantages associated with this proposal. | If the planning department is willing to consider granting planning consent for change of use, then all highways issues would be raised at that point, and the parish council will take these into account in making its final decision to proceed with the acquisition. This would include the provision of parking spaces for vehicles visiting the area. |
| Maintenance costs will increase the | If this land is acquired as a churchyard |

| POINT RAISED BY RESIDENT | COUNCIL REPLY |
|-----------------------------------|---|
| parish precept. | extension, then the PCC will maintain it, and not the parish council. If the churchyard is closed, and the parish council has to provide a cemetery, then the precept will need to be increased to cover maintenance costs. |
| Property Values will be affected. | The parish council cannot make any comments on this, since it is not qualified to do so, but property values are not a planning matter. |