

BUGBROOKE PARISH COUNCIL

**Minutes of the Meeting of the Full Council
held on Monday 10th May 2010 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 David Harries
Councillor Brenda Inch
Councillor Alan Kent

Councillor Paul Phillips
Councillor Cherry Pilcher
Councillor Jonathan Shribman
Councillor Neil Sturdy
Councillor Terry Ward

IN ATTENDANCE

Mrs Catherine Parry, clerk

8 Parishioners

APOLOGIES FOR ABSENCE

Apologies were accepted from:

Councillor David Jeffery
Councillor Ken Gardner

Reason:

Holiday
Another voluntary commitment

ABSENT

Councillor Graham Smith
Councillor Joan Kirkbride
Councillor Brian King

ANNUAL MEETING OF THE PARISH COUNCIL

PC10/05/342 ELECTION OF CHAIRMAN

It was proposed by Councillor Inch that Councillor P. Bignell continue to act as Chairman. This was seconded by Councillor Kent and, as there were no other nominations, accepted unanimously by a show of hands. Councillor Bignell was duly elected and signed the declaration of acceptance of office.

PC10/5/343 ELECTION OF VICE CHAIRMAN

The Chairman then proposed Councillor Harries to continue as Vice Chairman and this was seconded by Councillor Ward. There were no other nominations, all were in favour and Councillor Harries was duly elected as Vice Chairman and signed the declaration of acceptance of office.

PC10/5/344 TO APPOINT OR RE-APPOINT THE RESPONSIBLE FINANCIAL OFFICER

The Clerk was re-appointed as the responsible financial officer.

PC10/5/345 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors as recorded above

PC10/5/346 RE-ADOPTION OF STANDING ORDERS (OR ADOPTION OF LATEST NALC VERSION)

It was agreed that, since the existing standing orders were valid and acceptable, these would be re-adopted, pending the clerk and the Vice Chairman comparing them with the latest version issued by National Association of Local Councils and reporting any variations to the council for consideration at a later date.

PC10/5/347 RE-ADOPTION OF FINANCIAL REGULATIONS

These were re-adopted in their existing form

PC10/5/348 ADOPTION/RE-ADOPTION OF RISK ASSESSMENT POLICY AND LOG

The risk assessment policy prepared by the clerk and circulated prior to the meeting was adopted, and the risk assessment log previously adopted, was re-adopted.

PC10/5/349 APPOINTMENT OF EXTERNAL AUDITORS

BDO Stoy Hayward were re-appointed as external auditors.

PC10/5/350 **REPRESENTATIVES OF COMMITTEES WORKING PARTIES AND OTHER ORGANISATIONS**

Membership of committees remained as during the previous year.

PC10/5/351 **CONFIRMATION OF ACCURACY OF ASSET REGISTER**

The asset register, which had been circulated prior to the meeting, was reviewed and found to be correct.

MONTHLY MEETING OF THE PARISH COUNCIL

PC10/05/352 **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted as recorded above.

PC10/5/353 **DECLARATIONS OF INTEREST**

No interests were declared.

PC10/05/354 **POLICE MATTERS**

- A Emails from Community Messaging Service had been forwarded as appropriate.
B A reminder that the new non-emergency number is **03000 111 222**. The old number is being phased out.

PC10/05/355 **MINUTES**

The minutes of the meeting held on 12th April 2010 were approved as a correct record of that meeting and were duly signed by the Chairman.

PC10/05/356 **REPORT ON MATTERS PREVIOUSLY RAISED**

<u>No.</u>	<u>Item</u>	<u>Details</u>	<u>Previous PC Minute No.</u>
A	Parish Matters	Kay Tarry has been requested to start the cleaning work for which she has quoted	PC10/04/333

PC10/05/357 **PUBLIC QUESTION TIME**

The meeting was adjourned between 7.40pm and 8.12pm to allow questions and comments from parishioners. The matters raised are listed in Appendix A attached.

PC10/05/358 **YOUTH MATTERS**

- A **Campion School:**
a) The Chairman reported on the meeting which had been held at Campion School with the young people. This had been very positive, and the pupils were putting together a list of ground rules which they intended to apply to use of the new youth facilities.
b) Campion School intended to run a Summer Creativity Week during the week of 5th July 2010, during which the pupils would like to become involved in projects in the wider community. The clerk had been provided with application forms for suggestions (such as planting up flower borders, planters etc) and could email these to interested parishioners, or they could contact the school direct. The pupils would be looking to work with both residents and businesses.
- B **Youth Shelter:**
a) Councillor Harries reported that there had been no further developments in connection with this.
b) Laurie Berruto (Youth Opportunity Fund co-ordinator for South Northants) had requested that a monitoring form be completed re the youth shelter. This had been returned to him.
- C **MUGA:** Councillor Harries reported that there had been no further developments with regard to construction to date.
- D **Play Equipment Inspections:** The clerk reported that Digley Associates would visit the equipment during week commencing 10th May.
- E **Skate board ramp** – A student had requested that consideration be given to a new improved skate board ramp, which would not be capable of being vandalised. The clerk had invited him to attend the meeting to put his case forward, which had been done during public question time, and notes of his presentation are contained in Appendix A.
- F **Summer Holiday Activity Programme** – South Northants Council was intending to run 2 hour sessions for young people of 5+ years. They would like to use the playing field for the Bugbrooke sessions, as before. This had been sent to BSACA for action.

PC10/05/359 **NEW CHURCHYARD EXTENSION**
 A Councillor Curtis confirmed that he had written to Mr Haines of the Jesus Fellowship and would report any reply when received.

PC10/05/360 **PLAY AREA AT PRIMARY SCHOOL**
 A The clerk reported that the signed lease had been returned to the County Council.
 B The clerk reported that a firm order for the play equipment would be placed when the County Council confirmed that they were ready to proceed with completion of the lease.

PC10/05/361 **COMMUNITY SPEED WATCH AND 20MPH ZONE**
 A The clerk reported that she had been told by a parishioner that vehicles were ignoring the 20mph limit at the foot of Camp Hill.
 B Councillor Kent reported that a new Community Speed Watch campaign would be implemented shortly. A measuring box had been fixed in Camp Hill, and the police would be fixing recording devices before and after the campaign in order to monitor changes in practice. Councillor Kent had obtained figures from the last campaign, which showed an appreciable difference in speed of vehicles following the campaign. As to numbers of vehicles passing through the village, from 8th September 2009 to 15th September 2009 the recording device located in Kislingbury Road recorded 31960 vehicle movements. Councillor Kent considered that, in view of this, it was essential to ask the County Council that any traffic survey carried out in connection with planning applications should be carried out at times stipulated by the Parish Council.

RESOLVED: That the county council and the district council should be requested that any planning applicant intending to use John's Road as an access from or to his development should be required to carry out a traffic impact assessment at times when most vehicles would be using Kislingbury Road and the John's Road junction. It would only be in this way that an accurate assessment of the impact of any proposed development could be made. Reference should also be made to the informal traffic census carried out by Councillor Mrs Inch, referred to later in these minutes.

ACTION Clerk to contact the county council and district council representatives accordingly, copy to Councillor Joan Kirkbride.

PC10/05/362 **MID NORTHANTS PARISHES REPORT**
 Councillor Curtis reported that there had been no meeting during the previous month
 The Clerk reported that Mid Northants Parishes was possibly to have its own website, with each member parish having a contacts page. The contact details of the parish council representative who was designated to attend meetings should be listed on the contacts page. It was felt that this should not be the clerk.

RESOLVED: That Councillor Curtis would be the named contact for Bugbrooke.

ACTION Clerk to inform Mid Northants Parishes accordingly.

PC10/05/363 **PLANNING**
 A The clerk reported that a list of suggested planning obligations which could be included within future agreements made between developers and the district council under s106 Town and Country Planning Act 1990, has been sent to South Northants Council.

RESOLVED: That this should be reviewed when each application is considered, and other items included where relevant.

ACTION All members and clerk

B Kirkby & Diamond, surveyors, had advertised their planning consultancy service.

C The clerk reported that South Northants District Council had initiated a pre-application enquiry service. Pre-application discussions would remain confidential. Councillor Shribman suggested that this be checked against the Freedom of Information Act.

RESOLVED: That the clerk should check the provisions of this statute to see whether pre-application discussions could be made available.

ACTION Clerk

D Various emails had been received from Mid Northants Parishes.

E Planning applications had been received as follows:

Status	App. No. & applicant	Location	Proposals	PC comments or SNC decision
New	S/2010/0383/MAO Peterborough	Land at Peace Hill	31 dwellings including new access (note – new	Comments as for the previous application.

	Diocese		masterplan not received and not on website) (AK)	
New	S/2010/0420/FUL Norman	2 Badgers Close	Attic conversion with 3 dormer windows to the East elevation (AK)	Elevations on the drawing are incorrectly stated. Rear window should also be a dormer.
Info	S/2010/0217/FUL Hall	19 The Paddocks	Two storey side extension	Permission by SNC

PC10/05/364 **PARISH MATTERS:**

- A New Notice Board at the top of School Close – Greenbarnes had confirmed that they could provide one at the same price as last year - £1,604.60 including VAT.
RESOLVED: That the clerk could proceed at this price.
ACTION: Clerk to order the delivery accordingly
- B **Affordable Housing** – the clerk had been requested by Councillor Curtis to emphasise that affordable housing in any new developments should prioritise the needs of the local community. The clerk reported that Laura Welch, of South Northants Council, had responded, and had offered to attend a meeting of the Parish Council to clarify the procedure re local connections, but in the meantime had sent details of what would normally appear in a s106 agreement with regard to affordable housing.
RESOLVED: That Laura Welch be invited to attend the next meeting of the Council.
ACTION: Clerk to contact Laura Welch.
- C The clerk reported that there was a new service, providing on-line maps for various parish council functions eg grass mowing. This was used by various local councils. The cost is about £10.00 per year. Should the clerk investigate this further?
RESOLVED: That this should be investigated.
ACTION: Clerk
- E Mr Chay Adams had informed the council during public question time in a previous meeting that he intended to upgrade the stile leading to the Heyford Fields Marina to a kissing gate, and would fund this himself. He would like a contribution towards the upgrading of the other nearby stile which leads into his fields beyond the Old Crown.
RESOLVED: That Mr Adams should contact the new owner of the Old Crown.
ACTION: Clerk to advise Mr Adams accordingly with details of the new owner.

PC10/05/365 **NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL AUTHORITIES**

- A The clerk reported that NALC update had been issued, together with the latest training guide, if councillors were interested.
- B The internal audit and subscription invoice had been issued. Details are in the Finance section.
- C NALC offer their magazine, LCR, at a cost of £13.50 per year for up to 3 subscribers. The clerk asked whether any councillors were interested in this, or should a copy be sent to the parish council office (or neither)?
RESOLVED: That this offer should not be accepted at this time.

PC10/05/366 **CONSULTATIONS**

- A The clerk reported that the High Speed Rail link Exceptional Hardship Scheme consultation exercise was underway. The covering letter from South Northants Council warned that, while the preferred route was close to Brackley, there were as many as 6 alternative routes under consideration, **all of them between the M1 and M40 corridors**, and the route could therefore have an impact on housing/land values in almost any part of the district. A copy of the consultation had been circulated to councillors. It was difficult to know how to respond to it without knowing more about the proposed routes. It was possible to download a report about the various alternatives from the HS2 website. The clerk stated that she had a copy if councillors would like to see it. Responses were required by 20th May to the Department for Transport.
RESOLVED: That the parish council had no comments to make on this consultation, since it was understood that any routes would be distant from Bugbrooke.

PC10/05/367 **HIGHWAYS AND TRANSPORT**

- A There was to be a road closure near Kelmash during the Great Daffodil Run on 23rd May.

B Councillor Mrs Inch reported on the informal traffic census which she had carried out recently in Johns Road, to assess the impact of any development in Johns Road on traffic movements at peak times. This had been done between the hours of 7.45am and 8.45am on 1st May and 2nd May. During the first session, 301 traffic movements had been recorded at the junction of Johns Road and during the second session, 303 movements. Another parishioner had carried out another survey at different times, recording 280 movements.

PC10/05/368 **CORRESPONDENCE -**

1. For Action

No. Item

A Volunteering leaflets

B For Diarising:

- Formal invitation to the local councils' conference at Towcester on 16th June 2010.

C County council waste reduction leaflets for distribution

D Listers Geotechnical Consultants update form for completion.

2. For Report -

No. Item

A ➤ Kompan playgrounds

➤ Steelway fencing

➤ Playbuilder

➤ Woodberry of Leamington Spa

➤ SMP outdoor fitness range

B South Northamptonshire's Economic Development Strategy

C County Council's "You Choose" Campaign poster

D South Northants 50+ Forum Event on 19th May 2010 at Towcester Town Hall, 2.00pm to 4.00pm.

E Village Viewpoint magazine

F Press release from Daventry District Council on behalf of Northampton Waste Partnership. Free compost bins can be won as part of Compost Awareness Week – May 2nd to 8th. Further details from the clerk.

G South Northants Homes major works briefing paper.

H Unlock Democracy has invited people to visit the VoteMatch website to learn more about parties' policies.

PC10/05/368 **REPORTS**

A **Community Centre:** Councillor Harries reported that the Annual General Meeting would be on 25th May 2010 at 7.30pm in the Community Centre.

B **Footpaths Committee** – the Chairman reported on the proceedings of the Footpath Committee, which had met immediately prior to the full meeting of the Council.

PC10/05/369 **FINANCIAL MATTERS**

A The Monthly Budget Spent figures were circulated.

B The clerk produced the annual return for approval.

The internal auditor had visited on 26th April. His report had been received and he had signed the annual return without qualification.

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

ACTION: Chairman and Clerk.

C Ratification of cheques (all invoices which had been received too late for the March/April agendas):

➤ Safe & Sound invoice for the deposit for the MUGA – cheque 1060 - £9,000.01, VAT £1340.43

➤ BT quarterly invoice – cheque 1061 - £124.50, VAT£18.58

➤ Falcon Copiers plc quarterly rental –cheque 1066 -£173.47, VAT £25.84

➤ BSACA room hire and rental – cheque 1068 - £320.00

➤ Northants County Council Legal fees (reduced from £1170.00) – cheque 1069 -£765.00

D HM Customs and Revenue Employer Bulletin received.

Accounts for payment:

Moneys must be paid out in only in pursuance of statutory powers vested in the parish council.

The final column on the right details the powers which authorise the payments below:

Chq no	To whom	Service rendered	Amount	Vat	Power used for payment
1070	AH Contracts	Emptying of waste bins – to 30.4.10	£379.29	£56.49	Litter Act 1983 ss5, 6
1071	E.On	April unmetered supply costs	£303.51	£45.20	Parish Councils Act 1957 s3 Highways Act 1980 s301
1072	Broker Network Limited	Insurance renewal – all asset values index linked by 3%.	£1,993.26		Local Gov't Act 1972 s111
1073	Mr A. Walton	Litter picking April - 4 weeks x 4 hours: 16 hours @£6.50 =£104.00 (less 20% tax)	£83.20		Litter Act 1983 s5 Local Gov't Act 1972 s112
S/O	Mrs C.J. Parry	Clerk's salary– April 2010	£364.47		Standing Orders
1074	HM Revenue & Customs	Tax (CP £91.20 & AW £20.80) - NI (CP@.33p) £.33 NI (BPC@.38p) £.38 Total	£112.00 £112.71	£112.71	HM Revenue and Customs requirement
1075	Falcon Copiers plc	Copying charges January/April 2010	£26.83	£3.71	Local Gov't Act 1972 s111
1078	CPRE	Membership	£29.00		Local Gov't Act 1972 s111
1076	NALC	Membership subscription - £443.17 Internal audit fee - £204.89	£648.05		Local Gov't Act 1972 s111

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

ACTION: Clerk

PC10/04/341

**DATE OF NEXT ORDINARY MEETING:-
Monday 14th June 2010
At 7.30pm**

*There being no further business the Chairman closed the meeting
at 9.03pm*

End of Minutes

CHAIRMAN:.....

DATE:.....

APPENDIX A

MATTERS RAISED DURING PUBLIC QUESTION TIME 10th May 2010

1. A parishioner mentioned that the parking around Wagon and Horses Green was becoming dangerous, and that visibility was reduced to the extent that double yellow lines were needed urgently.
2. A parishioner raised detailed queries about the ecological report which had been produced by the applicant in respect of the planning application at Peace Hill. She was concerned about detailed management of any area provided by the applicant by way of a “compensation site” which would remain undisturbed in order to redress the loss of habitat on the application site.
3. A parishioner asked whether the parish council had made the decision to proceed with a village design statement. The chairman confirmed that this was under consideration, but further work was needed before the final decision could be taken, since the preparation of a statement would take much time and effort on the part of the village. The clerk had been asked to make enquiries of other parishes which were or had been involved in the publication of a village design statement.
4. A young parishioner asked the council to consider the re-installation of a skate board park in the village. He had made investigations about the cost and design of a vandal proof skateboard and produced a photograph of the design. He presented a case for such a provision, stating that it would keep young people occupied. Councillor Harries said that location was always a problem, since the parish council did not own suitable sites, but that the council could look at this provision later in the year, following the construction of the MUGA and the youth shelter.
5. A parishioner suggested that as part of a developer’s contributions pursuant to s106 Town and Country Planning Act 1990, money could be provided towards a new cricket pavilion.. The vehicular access could also be regularised.
6. In response to a comment about the loss of ridge and furrow fields if land at Peace Hill is developed, Councillor Curtis stated that these features have no protected status in the absence of other protection (such as being part of a Site of Special Scientific Interest, or being in a conservation area) and therefore there was no specific planning reason why permission for redevelopment should not be given.