

BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council
held on Monday 11th April 2011 at 7.30 p.m. at the Community Centre, Bugbrooke.

PRESENT:

Chairman - Councillor Philip Bignell

Councillor John Bignell
Councillor John Curtis
Councillor Ken Gardner
Councillor David Harries
Councillor Brenda Inch
Councillor David Jeffrey
Councillor Alan Kent

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

IN ATTENDANCE

Mrs Catherine Parry, clerk

6 Parishioners

APOLOGIES FOR ABSENCE

Apologies were accepted from:
Councillor Dr Jonathan Shribman
Councillor Diana Cockrill
County Councillor Joan Kirkbride

Reason:

Holiday

~~Another voluntary commitment~~ holiday

Another council commitment

ABSENT

PC/11/4/081 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**
Apologies were accepted from Councillors as recorded above.

PC/11/4/082 **DECLARATIONS OF INTEREST**
Councillor Harries declared a non-prejudicial interest in item 27(E) on the agenda (a letter offering internal audit services) on the grounds that he was an internal auditor, albeit not for Bugbrooke. The Chairman declared a non-prejudicial interest in the planning application relating to the Heygates land on the corner of Camp Hill and Pound Lane, on the grounds that he was a neighbour. He took no part in the discussion relating to this application.

PC/11/4/083 **REGISTER OF INTERESTS UPDATE**
No member of the Council had acquired any new interests which were required to be recorded in the register of interests.

PC/11/4/084 **MINUTES**
The minutes of the meeting held on 14th March 2011 were approved as a correct record of that meeting and were duly signed by the Chairman.

PC/11/4/085 **POLICE MATTERS**

- A Various Community messages had been circulated.
- B A warning had been circulated about bogus callers claiming to assist with digital switchover.
- C Advice had been issued about action to deal with hate crime.
- D Advice had been issued with regard to Olympic tickets.
- E Jen Harrison had reported that the response to the street briefing had been positive, with parishioners phoning with concerns if they were unable to attend in person.
- F The police had advertised the launch of the "Keep Safe" Initiative. The Keep Safe card was to be available for anyone with a learning disability within the county, and would show details such as the person's name, contact number for a carer/family member, how they communicate e.g. sign language and important medical information. Further details were available from the clerk.
- G The police helicopter had been deployed on 28th March, to assist officers in the area. According to the police the incident was resolved swiftly with words of advice. No arrests were made and no offences were disclosed.
- H With regard to collection of census forms, the police advised that:
 - All census staff would carry an ID card with a photo, logo and hologram, which they should

automatically show to the householder. They might ask for name and number of residents, but they would not ask for specific details (like credit card or bank/building society details, etc – never disclose these).

- If a householder had forgotten to complete the form, a census collector would call to request that it was completed. Police asked that the householder should ask to see the collector's identity and photo to ensure they were valid and should always use a door chain when opening the door.
- If the householder had returned the forms by the due date they would **not** be contacted by a collector.

PC/11/4/086 **PUBLIC QUESTION TIME** (7.44pm – 8.09pm)

The following were the points raised during the meeting:

1. A parishioner expressed her concern that the ecological conditions which had been placed on the planning consent for the Diocese land in Peace Hill should be adhered to when the land was finally sold and developed. What role would the parish council have in policing these and what reassurance could be given that they would be complied with? Also, why was a very small area of compensation meadow agreed, which was located outside the village, instead of the larger field opposite the site? The parish council agreed that the clerk should write to the district council and to the agents for the Diocese expressing the council's concern that all the conditions should be strictly complied with when a reserved matters application was made. Also, concern should be expressed that the proposed access was to be from Peace Hill rather than from the Kislingbury Road. As to the compensation site, Councillor Curtis explained that Natural England had agreed to the smaller site, and appeared to be happy with this, although it was some distance from the village.
2. A parishioner asked when the new play area would be available. It was confirmed that the new fencing had been ordered and that as soon as it was available and erected, the play area could be opened.
3. A parishioner asked the parish council to consider whether the new play area was suitable for very young children. In his opinion, other local councils had provided play equipment which could be used by toddlers, but the new equipment at the school was suitable only for older children. The Chairman confirmed that Mr Cotter had chosen this equipment. It was difficult for the parish council to agree to provide other equipment, since it did not own any land on which this could be located, but the clerk would ask Mrs Bastin if the existing area could be enlarged to accommodate some other pieces of play equipment, and would also ask what parents in the reception class would consider suitable. It would be better, in this case, if the fencing could be delayed so that more could be ordered if the site were enlarged.

PC/11/4/087 **REPORT ON MATTERS PREVIOUSLY RAISED**

There was nothing to report under this heading.

PC/11/4/088 **YOUTH MATTERS**

A **Campion School:** There was nothing to report this month.

B **Youth Shelter:** Kay Tarry had asked whether she should clean this – her fee would be £20.00 for cleaning, sweeping and deodorising, and removal of any graffiti.

RESOLVED That this was not a parish council matter. If the Community centre wished to have the youth shelter cleaned then they would contact Kay Tarry direct.

ACTION Clerk to inform Ms Tarry accordingly.

C **Young children's play facilities:** This matter was discussed during public question time.

RESOLVED That Mrs Bastin be requested to confirm that a larger area of land could be made available for young children's play equipment and that she be asked for advice from parents of young children as to what should be supplied. Funding opportunities would also be explored.

ACTION Clerk.

D **Youth Directory:** The clerk reported that this has been set up by South Northants Volunteer Bureau and South Northants Youth Council to develop an on-line directory of activities and information sources for young people. Details had been sent to the schools, the website and the youth club.

PC/11/4/089 **PLAYING FIELD**

A Councillor Harries had nothing to report this month

B The clerk reported that Play Ranger sessions were to be held on the playing field on Thursday 14th April from 10.30am to 12.30pm and also on Friday afternoons throughout the summer from 1.30pm to 3.30pm.

PC/11/4/090 **NEW CHURCHYARD EXTENSION**

A The clerk read to the parish council an email which had been received from the agents for the Fellowship, which confirmed that a slightly larger area of land could be made available, but that this

would be conditional upon planning consent being obtained for the development of retirement housing within the park. It would be expected that the parish council would give their support to such an application.

Councillor King said that it would be a tragedy for the park to be built on, and this view was generally supported. Councillor J Bignell asked whether more investigations could be made about re-using the front of the churchyard.

RESOLVED That the working party would meet to discuss this option and other sites, and would be given delegated authority to appoint a consultant to consider the best way to proceed.

ACTION Clerk and churchyard extension working party.

PC/11/4/091

PRIMARY SCHOOL

A

The clerk confirmed that the fencing should be delivered shortly.

PC/11/4/092

TWINNING

The clerk reported that she was waiting to hear from Karl-Heinz Stadtler as to the gifts and the form of the actual twinning agreement.

RESOLVED That this should be chased up.

ACTION Clerk.

PC/11/4/093

ALLOTMENTS

A

The clerk reported that the allotment association was happy with the suggested terms of the lease, although they had raised some practical points, which the clerk had passed on to the agent.

RESOLVED That the agent should now be requested to proceed on the terms which he had put forward.

ACTION Clerk to progress the matter.

PC/11/4/094

COMMUNITY SPEED WATCH AND 20MPH ZONE

A

Councillor Kent will reported that he had been informed by Northamptonshire Police that the Casualty Reduction Partnership had ceased to exist from 1st April 2011, as a result of funding having been withdrawn. There would therefore be no further Speedwatch Campaigns. Future concerns should be addressed to the local Safer Community team and to the parish council.

The Chairman thanked Councillor Kent and his Speedwatch team, on behalf of the parish council, for the valuable work which they had undertaken over the last years.

PC/11/4/095

MID NORTHANTS PARISHES REPORT

A

Various emails.

B

The group had submitted its response to the Joint Core Strategy.

RESOLVED That this be circulated to the parish councillors.

ACTION Clerk.

PC/11/4/096

PLANNING

Planning correspondence:

A

The clerk reported that the Diocese land in Peace Hill was being marketed, with the access shown as from Peace Hill. She asked whether the parish council should be making representations to Carter Jonas that this was considered to be unacceptable, so that any potential developer can be made aware of the parish's concerns? This matter was also discussed during public question time.

RESOLVED That the clerk draft the parish council's responses to the Joint Core Strategy and circulate these for parish councillors' approval, so that they could be sent to the Joint Planning Unit before the end of March.

ACTION Clerk.

B

Land adjoining 5 High Street -- the clerk reported that she had objected on behalf of the parish council to the district council's decision not to give a separate name to this development. Councillor Curtis confirmed that he had spoken to the district council's officer concerned with street naming and had supported the parish council's position..

C

The clerk reported that the district council was changing the way in which planning applications were considered. A new scheme of delegation would set out the types of application which would be considered by the committee and those types which would now be delegated to an officer for decision. Previously, if parish councils objected to an application, this would be sent to committee for a decision. This would not now automatically be the case. In future, it would be the type and scale of application which would determine whether it would be taken to committee, rather than the number of objections. The ability of district councillors to "call in" applications was also to be reduced.

RESOLVED That the parish council should write to both the agent for the Diocese and to the district

council in the terms mentioned in Minute 086 above.
Clerk.

ACTION

D Planning applications as follows:

Status	App. No. & applicant	Location	Proposals	PC comments or SNC decision
Info	S/2011/0097/FUL Halford	Brooke Farm House 30 High Street	Extension to garage	<i>Refusal by SNC</i>
Info	S/2011/0131/FUL Southron	31 Camp Hill	4 bedroom detached dwelling	<i>Refusal by SNC</i>
New	S/2011/0288/FUL Heygates Estates	Land at junction of Pound Lane and Camp Hill	Detached house with detached garage	<i>No objection by PC but comment that hedge should be retained.</i>
New	S/2011/0312/FUL Adams	Heyford Fields Bugbrooke Road	New vehicular access and track	<i>No objection</i>
New	S/2011/0295/FUL Adams	Heyford Fields Bugbrooke Road	Alterations to existing workshop to form new rest room (retrospective)	<i>No objection</i>

PC/11/4/097

PARISH MATTERS

- A **Welcome packs:** The clerk had received a copy of Pattishall's welcome pack, and proposed that the best parts be incorporated into the Bugbrooke pack.
- B **Hedges:** It was agreed that letters should be sent in the autumn, in particular reminding Heygates to cut their hedges back to boundary walls.
- C **Footpaths:** The clerk reported that:
- A complaint has been received from a visitor to the village that access onto the footpath at the top of Camp Hill was difficult with a push chair or wheel chair, and suggested that a staggered barrier or inverted V shaped barrier would be more accessible.
 - A letter had been received from the County Council announcing changes to the structure of the rights of way team. MGWSP now included the rights of way co-ordinator, and MGWSP would also take responsibility for the parish path and tree warden schemes. Further information would be supplied in due course.
- RESOLVED** That nothing could be done about the access onto the footpath at Camp Hill, without the County Council providing funding for another form of gate.
- ACTION** None
- D **Seats:** Another visitor to the village complained that there was no seat by the bus stop next to the Bakers Arms.
- E **Flooding issues:** The clerk has received flooding information packs for distribution within the flood risk area in Bugbrooke and is in the process of putting them together.
- F **Libraries:** The library service had issued a leaflet of services which they could offer, including home visits.

PC/11/4/098

ELECTIONS

- The clerk reported that:
- A A letter had been received from the returning officer of South Northants Council making clear that if parish councils engineered an uncontested election, this would be a breach of the Code of Conduct, potentially.
- B Notices of election had been received and posted.
- C Information had been received about the verification process and the counts, following the elections.

PC/11/4/099

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL AUTHORITIES

- A Various election communications had been received, which had been dealt with.
- B Information had been sent about the launch of the Community Resilience Programme. This encouraged councils to think about the role they would play in emergencies of any type, and to consider developing a parish emergency plan.

PC/11/4/100

CONSULTATIONS

- A The clerk reported that she had sent the parish council's response to the Joint Core Strategy.
- B The Community Right to Challenge Consultation would run until 3rd May. The Government proposed to allow communities to take over local services, if they wish.
- C The Community Right to Buy Consultation would run until 3rd May. This sought opinions on the

Government's proposals to allow communities to bid to take over assets and facilities which were important to them, such as the village shop.

RESOLVED That no responses were needed from Bugbrooke Parish Council.

ACTION None.

D Following the consultation on publicity issued by local authorities, the clerk reported that a new code of practice had been issued. This provided that publicity by local authorities should:-

- be lawful
- be cost effective
- be objective
- be even-handed
- be appropriate
- have regard to equality and diversity
- be issued with care during periods of heightened sensitivity.

The clerk confirmed that she had a full copy if councillors wished to see this.

PC/11/4/101

HIGHWAYS AND TRANSPORT

A Councillor Cockrill was not available to report on any matters which had arisen since the last meeting, but had informed the clerk that a decision in connection with the bus service would not be made by the county council until May.

B The clerk reported that the third Northampton Transport Plan had been published and was available on the county council's website.

C Northamptonshire County Council had reported that it would be bidding for funding from the new Local Sustainable Transport Fund. The Government had recently launched a new Local Sustainable Transport Fund (LSTF). The fund provided extra money for packages of measures that supported economic growth and reduced carbon in their communities as well as delivering cleaner environments, improved safety and increased levels of physical activity. The Northamptonshire County Council bid was to be called 'Connecting Northamptonshire.' It would aim to increase connectivity in the county and would include improvements to transport in local communities. The clerk confirmed that she could forward the email with further details, on request.

D The A361, between Banbury and Daventry, was to be closed between 28th March until 11th July to raise the height of the road as part of the Banbury flood alleviation scheme.

PC/11/4/102

NEIGHBOURHOOD WATCH

Councillor Sturdy reported that he had attended the annual meeting of Neighbourhood Watch in Pattishall. The Neighbourhood Watch Co-ordinator and he would be writing an article for the Link magazine in order to raise awareness of NHW and to sign up more recruits.

PC/11/4/103

STREET LIGHTS

There was nothing to report this month.

PC/11/4/104

DIAMOND JUBILEE/ROYAL WEDDING CORRESPONDENCE

A There was nothing to report this month.

PC/11/4/105

CORRESPONDENCE

No.

Item

1. For Action

Nothing this month

2. For Report -

A Various suppliers' brochures:

- Glasdon
- HSS Hire
- Signs of the Times

B South Northants homes briefing paper.

C SNVB newsletter.

D Came & Co insurance newsletter

E Groundwork East Midlands is providing grant funding for community focused green projects. Further details can be obtained from the clerk.

F A reminder about CPRE's Stop the Drop campaign.

G A reminder about CPRE's planning seminar on 14th April. Places are still available.

H Andrea Leadsom MP email newsletter.

I Nominations are invited for the Northamptonshire Food and Drink Awards 2011.

- J South Northants Strategic Housing Team newsletter.
 K National Association for the Blind mobile unit will be in Northampton's market square on Wednesday April 13th.
 L South Northants Voluntary and Community Sector Forum meeting – Thursday 14th April at Grange Park.
 M The Good Councillors Guide has been received.
 N 50+ Network newsletter has been issued.
 O The county council issued a broadband survey in order to facilitate the roll out of superfast broadband across the whole county.

PC/11/4/106 **REPORTS**
 A Nothing this month.

PC/11/4/107 **FINANCIAL MATTERS**
 A Budget figures for the year 1st April 2010 to 31st March 2011 were circulated.
 B BDO had sent the annual return for completion. This must be filed by 29th July 2011.
 C The Local Government Accounts and Audit Regulations (England) 2011 had been published. The clerk confirmed that she would check these to see how they affected parish councils.
 D The Clerk reported that the County council had written to say that the grass mowing grant for this year would be £702,87. This was £80.00 less than had been budgeted for. It was a contribution towards only three cuts, rather than the four cuts of previous years. If this was not acceptable to the parish council, then councillors could rescind the present agreement and revert to the arrangement whereby the county council cut the verges. Otherwise, the clerk would sign the agreement as usual.
RESOLVED That the arrangement could continue as previously
ACTION Clerk to sign the agreement in the usual way.
 E Letter from IAC Limited offering internal audit services.

F **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
1190	AH Contracts	Emptying of waste bins -- to 31.3.11	309.89	51.65	Litter Act 1983 ss5, 6
1191	E.On	February unmetered supply costs	441.16	73.53	Parish Councils Act 1957 s3 Highways Act 1980 s301
1192	Kay Tarry	Cleaning bus shelters for March	30.00		Litter Act 1983 , ss5, 6
1193	Mr A. Walton	Litter picking March - 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-- February 2011	364.47		Standing Orders
1194	HM Revenue & Customs	Tax -CP £91.20 Tax - AW £20.80 Total £112.00	112.80		HM Revenue and Customs requirement
1195	Northants CALC	Membership sub - £451.51 Internal Audit service - £204.89	666.40		Local Gov't Act 1972, s143
	Cllr FJ Curtis	Reimbursement of moneys paid to Fieldfare re grass seed and paint for playing field (ratification – paid in March)	£596.35		Open Spaces Act 1906 ss9,10
	Bugbrooke St Michaels FC	Hire of Mole drainer for playing field and labour costs of mole draining (ratification – paid in March)	£400.00		Open Spaces Act 1906 ss 9 & 10
	Received from Stoke Bruerne Parish Council	Contribution towards the clerk attending CPRE planning seminar on behalf of both councils	£14.50		
1196	E.On	Quarterly maintenance charges (to be ratified in May)	£731.77	121.96	Parish Councils Act 1957 s3 Highways Act 1980 s301

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- ~~PC/11/4/102~~ **NEIGHBOURHOOD WATCH**
Councillor Sturdy reported that he had attended the annual meeting of Neighbourhood Watch in Pattishall. The Neighbourhood Watch Co-ordinator and he would be writing an article for the Link magazine in order to raise awareness of NHW and to sign up more recruits.
- PC/11/4/103 **STREET LIGHTS**
There was nothing to report this month.
- PC/11/4/104 **DIAMOND JUBILEE/ROYAL WEDDING CORRESPONDENCE**
A There was nothing to report this month.
- PC/11/4/105 **CORRESPONDENCE**
No. **Item**
- 1. For Action**
Nothing this month
- 2. For Report -**
- A Various suppliers' brochures:
 - > Glasdon
 - > HSS Hire
 - > Signs of the Times
- B South Northants homes briefing paper.
- C SNVB newsletter.
- D Came & Co insurance newsletter
- E Groundwork East Midlands is providing grant funding for community focused green projects. Further details can be obtained from the clerk.
- F A reminder about CPRE's Stop the Drop campaign.
- G A reminder about CPRE's planning seminar on 14th April. Places are still available.
- H Andrea Leadsom MP email newsletter.
- I Nominations are invited for the Northamptonshire Food and Drink Awards 2011.
- J South Northants Strategic Housing Team newsletter.
- K National Association for the Blind mobile unit will be in Northampton's market square on Wednesday April 13th.
- L South Northants Voluntary and Community Sector Forum meeting – Thursday 14th April at Grange Park.
- M The Good Councillors Guide has been received.
- N 50+ Network newsletter has been issued.
- O The county council issued a broadband survey in order to facilitate the roll out of superfast broadband across the whole county.

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1197	Falcon Copiers plc	Copier rental May-July 2011	£177.16	29.53	Local Gov't Act 1972 s144
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PC/11/4/092

**DATE OF NEXT ORDINARY MEETING-
Monday 9th May 2011
At 7.30pm**

**PRECEDED BY THE FOOTPATHS COMMITTEE
MEETING AT 7.00PM**

There being no further business the Vice-Chairman closed the meeting at 8.5 5pm

End of Minutes

CHAIRMAN:.....

DATE:.....9.5.11.....