

BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council
held on Monday 14th March 2011 at 7.30 p.m. at the Community Centre, Bugbrooke.

PRESENT:

Vice- Chairman - Councillor David Harries (In the chair)

Councillor Diana Cockrill
Councillor John Curtis
Councillor Ken Gardner
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 Philip Bignell
Councillor John Bignell
County councillor Joan Kirkbride

Reason:

Holiday
Work commitment
Holiday
Another council commitment

ABSENT

PC11/3/054 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**
Apologies were accepted from Councillors as recorded above.

PC11/3/054 **DECLARATIONS OF INTEREST**
Councillor Curtis declared a non-prejudicial interest in the planning application relating to the football club on the grounds that he was a member. He took no part in the discussion relating to this application.

PC11/3/055 **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.

PC11/3/056 **MINUTES**
The minutes of the meeting held on 14th February 2011 were approved as a correct record of that meeting subject to:
➤ PC11/2/035 – the first bullet point should have included the rugby matches as part of the mud problem.
➤ PC11/2/050 - the title should have read “Diamond Jubilee/Royal Wedding Correspondence. and were duly amended and then signed by the Vice-Chairman.

PC11/3/057 **POLICE MATTERS**
A Various Community messages had been circulated.
B There was no report available on the first of the street briefings, which had taken place on Thursday 10th March at the junction of John’s Road and Oaklands. The clerk promised to speak to Jen Harrison to ascertain how successful this event had been.
C Police advise caution when inviting callers in during the digital switchover period. There was concern that bogus callers might gain entry to houses by offering to retune TVs.
D Operation Guardian reported success on 24th February, with 15 arrests.

PC11/3/058 **PUBLIC QUESTION TIME**
Councillor Harries reported that he been advised by the Northants County Association of Local Councils that it was no longer thought appropriate to adjourn the meeting for public question time, and the items raised should be recorded in the minutes proper rather than as an appendix. By keeping PQT as part of the meeting, it retained the safety net of standing orders, code of conduct and all the usual rules of meetings.

It also allowed councillors who might have declared a prejudicial interest in an agenda item, to make comments and answer questions on that item during the specified question time (although they should still withdraw during the discussion on the actual item), whilst offering the same facility to members of the public. Councillor Harries therefore suggested that future agendas have the item “*Public Question Time – Up to ten minutes, or more at the chairman’s discretion, to allow questions from electors*”. It was suggested that a three minute maximum be allowed for each person, again with the chairman having discretion to extend it. The new model standing orders, which would be put to Bugbrooke Parish Council later this year for adoption, would provide for the public to participate during the meeting. The following were the points raised during the meeting:

1. A parishioner asked whether all relevant emails had been received by the parish council from the Police Community Messaging Service. He received many which were not relevant to Bugbrooke but was concerned that some which related to the village had not been received.

PC11/3/059 **REPORT ON MATTERS PREVIOUSLY RAISED**
There was nothing to report under this heading.

PC11/3/060 **YOUTH MATTERS**

- A **Campion School:** Councillor Kent reported that he attended a meeting recently, in connection with the fact that Campion School was to become an academy in September 2011, and that an admissions policy had not been clearly formulated, at least so far as he was told when he asked a question about this. Campion School would now be in control of their own admissions policy. The fact that a clear policy favouring local pupils had not been adopted was a matter of concern for Bugbrooke, because it could result in many pupils being accepted from Northampton, which might adversely affect local children.
- B South Northants Council wanted to book the playing field for play sessions during the school holidays. This request had been forwarded to the Community Centre manager.
- C “Parents for Playgrounds” is a national programme which will give 5 local play areas the chance of winning a renovation bursary of £15,000. Closing date for applications was 16th March.
- D There were other small grants available for youth projects. The clerk had forwarded details to her contacts. If any other youth groups require details, please contact the clerk.

PC11/3/061 **PLAYING FIELD**

Councillor Harries reported as follows:

- The main issue at present had been the pricing and payment policy for the clubs using the pitches. A new formula had been agreed, which should increase revenue and facilitate payments.
- With regard to prevention of dog fouling, the committee were visiting other local pitches to see how the problem was dealt with.

PC11/3/062 **NEW CHURCHYARD EXTENSION**

- A The Vice-Chairman reported on the meeting held between the working party and the agent for the Fellowship on 21st February. The agent had tabled a preliminary drawing showing the suggested scheme for sheltered housing, but emphasised that this was very much a concept at the moment and would most likely change as the idea progressed. Part of the proposal would be that an area of land within the parkland would be made available to the parish council for an extension to the churchyard. It was likely that this land would be offered only if the sheltered scheme proceeded. Since the meeting, nothing further had been heard from the agent. Councillor Curtis asked that correspondence with regard to the possible use of part of the Millennium Green be circulated to councillors so that they could be fully aware of the discussions which had taken place in this respect.

RESOLVED That the clerk would press the agent for a progress report and that other potential sites would be reconsidered by the working party before the next meeting.

ACTION Clerk and churchyard extension working party.

- B The clerk reported that she had been informed that any proposals by the Fellowship for sheltered housing would **not** be limited to members of the Fellowship, and would be available in the usual way on the open market and as some affordable units.

PC11/3/063 **PRIMARY SCHOOL**

- A The clerk confirmed that she now had two quotes given on the same basis and would proceed with the lower quotation.

PC11/3/064 **TWINNING**

The Twinning working party met on 28th February to discuss who would be able to attend the twinning ceremony in Vöhl, and what gifts might be taken. The Vice Chairman reported that it had been suggested that two framed photographs of Bugbrooke might be suitable, but that the representatives

from Vöhl would be asked to confirm this. Chris Heaton-Harris MP had been asked whether he would be able to attend the twinning ceremony, but had replied that he would not be available. His office did confirm, however, that he would be pleased to send a letter of support to the twinning scheme.

The current Vice Chairman and Councillor Curtis, were available to travel to Vöhl, and the clerk confirmed that she and her husband would attend the ceremony.

RESOLVED That Mr Heaton Harris be asked whether he would be available in 2012 to attend the reciprocal twinning ceremony in Bugbrooke, and whether it would be possible to arrange a trip to the House of Commons for the German visitors.

ACTION Clerk.

PC11/3/065

ALLOTMENTS

A

The clerk reported that the agents for the Diocese had confirmed that the Diocese was willing to grant a 15 year lease of land to the rear of the existing allotments, at £300.00 per year rental. Initial capital costs would be compensation to the farmer and Diocese's legal and surveyors' costs. The chairman of the allotment association had been given a copy of the relevant email. Councillor Curtis confirmed that there was to be a meeting of the allotment association shortly, following which their comments on the suggested terms would be given to the clerk.

RESOLVED That a formal response would be sent to the agents for the Diocese following the next parish council meeting, by which time a reply should have been received from the allotment association. A review of the rent charged to the Allotment Association would also be undertaken at the next meeting.

ACTION Clerk, following the next parish council meeting.

PC11/3/066

COMMUNITY SPEED WATCH AND 20MPH ZONE

A

Councillor Kent will reported that the police camera van had parked outside Campion School during one morning recently and had caught five vehicles travelling at excessive speeds. They would be fined.

PC11/3/067

MID NORTHANTS PARISHES REPORT

A

Various emails.

B

Councillor Curtis reported on the meeting held in Kissingbury on 3rd March. There had been continuing concern that representatives living within Northampton Borough were attending meetings with their own agendas. Councillor Philip Bignell had made the point also that Mid Northants Parishes should not be circulating information with a political bias, since the group was intended to be apolitical. This point had been accepted.

PC11/3/068

PLANNING

Planning correspondence:

A

Joint Core Strategy: This was discussed in some detail. Councillor Curtis explained the background and emphasised that, as far as Bugbrooke was concerned, a major issue was the provision of schools in Northampton which would take the pupils from the new developments, otherwise Campion School would be overcrowded with out of area pupils,. He had stated that the new school at in the Dallington area must be provided before the development was completed.

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 object to the fact that no consultation had taken place with regard to this change, which would potentially reduce the number of applications which could be called in by district councillors on behalf of the parishes they represent, and lead to fewer decisions taken in public by democratically elected

ACTION members.
Clerk.

D **Planning applications as follows:**

Status	App. No. & applicant	Location	Proposals	PC comments or SNC decision
New	S/2011/0131/FUL Southron	31 Camp Hill	4 bedroom detached dwelling.	No objection, but concerns about the chestnut tree in the highway verge.
New	S/2011/0181/FUL	Bugbrooke St Michaels FC Camp Hill	Additional stand to accommodate 100 spectators.	No objection

PC/11/3/069

PARISH MATTERS

- A **Welcome packs:** The clerk confirmed that she had started to draft up the welcome pack and would circulate this in the coming weeks.
- B **Hedges:** The Vice Chairman reported that the hedge at the bottom of Camp Hill had been cut back satisfactorily. Other problems reported were the bushes along the boundary between the Butts Hill Garage and the public footpath between Chipsey Avenue and Kislingbury Road, and the remains of the chain link fence on the opposite side of that footpath.
- C **Libraries:** The permanent libraries had been given a temporary reprieve. The clerk had circulated information about the range of services which they could offer. Further details could be obtained from the clerk.
- D **Dog bins:** South Northants Homes had confirmed that another dog bin could be sited at the bottom of Butts Hill by the crescent of bungalows. The clerk reported that this was now on order. The price was the same as previously.

PC11/3/070

ELECTIONS

The clerk reported that:

- A Nomination packs had been received (and these were handed out). Candidates were reminded that they would be responsible for completing and delivering these to the district council. There was a list of relevant dates with the pack. The closing date and time was noon on 4th April 2011. Nomination papers could not be submitted prior to 28th March.
- B NCALC had provided "Stand and Deliver" leaflets and posters which have been circulated around the village.
- C South Northants Council had informed parishes that parish council elections (if the relevant parish was to hold an election) would be mentioned on the main poll cards. Bugbrooke had declined the invitation to purchase separate poll cards since this would cost upwards of £1000.00

PC11/3/071

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL AUTHORITIES

- A Various election communications had been received, which had been dealt with.

PC11/3/072

CONSULTATIONS

- A The Joint Core Strategy. This was discussed under "Planning" above.
- B The South Northants Council Conservation Strategy. This was to run until 1st April. Councillor Curtis reported that, in his opinion, this was a satisfactory document. It had been circulated with the agenda to those councillors not on email and other councillors had been able to access it on the district council's website.
- RESOLVED** That no responses were needed from Bugbrooke Parish Council.
- ACTION** None.

PC11/3/073

HIGHWAYS AND TRANSPORT

- A Councillor Cockrill reported that the repair works to Johns Road, near its junction with Kislingbury Road appeared to be sinking already owing to poor workmanship. She had no further news about the bus services.

PC11/3/074

NEIGHBOURHOOD WATCH

Councillor Sturdy reported that he would be attending the annual meeting of Neighbourhood Watch in Pattishall shortly and would report back at the next meeting with a view to discussing how best to extend the scheme to other parts of the village.

PC11/3/075

STREET LIGHTS

There was nothing to report this month.

PC11/3/076

DIAMOND JUBILEE/ROYAL WEDDING CORRESPONDENCE

A

There was nothing to report this month.

PC11/3/077

CORRESPONDENCE

1. For Action

A

Email invitation to a Northampton Council for Voluntary Services training session on fundraising and business planning. Further details could be obtained from the clerk.

2. For Report -

No.

Item

A

Various suppliers' brochures:

- Maximow.
- Wicksteed
- Sports Surfacing Solutions.
- Rekk.
- Woodberry
- Misco.

B

South Northants homes briefing paper.

C

SNVB email newsletter.

D

"The Clerk" magazine

E

English Heritage had publicised their "Caring for Places of Worship" booklet. This had been sent to Councillor Kent for the PCC.

F

Press release and letter confirming that Jean Morgan, Chief Executive of SNC, intended to leave the authority at the end of May 2011.

G

CPRE "50/50 Club information

H

CPRE Newsletter

I

Clerks and Councils Direct magazine

J

Age Concern had sent information about its "Lifetime Prevention" project. This aimed to provide a service to the older people of Northants to look after themselves. A copy had been sent to organisations dealing with the elderly.

K

TUC March on 12th March.

L

Update on the Banbury Flood Alleviation Scheme.

M

Cwmbach Male Voice Choir performance in Towcester on April 2nd.

N

Advice on digital switchover is available from Northants ACRE

O

Northants County Council posters.

PC11/3/078

REPORTS

A

Councillor Harries had reported on the meeting of BSACA previously in the meeting.

PC11/3/079

FINANCIAL MATTERS

A

Details of account balances were circulated.

B

Consideration of the effectiveness of the Internal Audit and internal controls. The Vice Chairman explained why this was necessary and what it constituted. For the sake of completeness, this matter was intended to be added to the May meeting, with the other matters for annual consideration.

RESOLVED That the review of the internal audit had been considered as follows (BDO stipulations):

Scope of audit: The clerk had discussed the scope of the audit with the internal auditor to ensure that the audit would cover all relevant risk areas.

Independence: The independent auditor was independent, unbiased and objective.

Competence: The internal auditor had sufficient knowledge to be able to carry out the audit.

Relationships: The relevant responsibilities of the councillors, clerk/RFO and internal auditor were defined.

Planning & Reporting The clerk waiting for the timetable of when the internal audit would take place and when a report would be prepared, and would liaise with the internal auditor at the appropriate time.

The council also had a system of internal control involving regular inspections by an internal control councillor, budget reports and bank account details to each meeting As a consequence, it was

considered that the internal audit process and the internal controls for Bugbrooke Parish Council were effective.

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
1178	AH Contracts	Emptying of waste bins – to 28.2.11	309.89	51.65	Litter Act 1983 ss5, 6
1179	E.On	January unmetered supply costs	441.16	73.53	Parish Councils Act 1957 s3 Highways Act 1980 s301
1180	JRB Enterprise Ltd	Dog bin- £198.00, carriage - £12.00 VAT - £42.00	252.00	42.00	Litter Act 1983 , ss5, 6
1181	Mr A. Walton	Litter picking February - 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
1182	HM Revenue & Customs	Tax -CP Tax - AW Total	£91.20 £20.80 £112.00	112.80	HM Revenue and Customs requirement
1183	CPRE	Planning Workshop fee 14.4.2011	29.00		LGA 1972 s111
1184	BSACA	Room Hire - £54.00 Rent - £240.00	294.00		LGA 1972 s111
1185	R & G Grounds Mt'ce	Grounds drainage	450.00	90.00	Open Spaces Act 1906 ss 9 & 10
1186	BT	Telephone and broadband charges	134.23	22.33	Telecoms Act 1984 s97
1187	JE Townsend	Provision of posts to the playing field	2262.30	377.05	Open Spaces Act 1906 ss 9 & 10
1188	Bugbrooke St Michael's FC	Reimbursement of mole draining costs (late addition – to be ratified at next meeting)	400.00		Open Spaces Act 1906 ss 9 & 10
1189	FJ Curtis	Reimbursement of grass seed and spray paint costs for playing field (late addition – to be ratified at next meeting)	596.35		Open Spaces Act 1906 ss 9 & 10
RESOLVED	That these accounts, be paid, except that Mr Townsend be requested to supply keys for the lockable posts prior to payment of his cheque.				
ACTION	Clerk.				

PC11/3/080

**DATE OF NEXT ORDINARY MEETING-
Monday 11th April 2011
At 7.30pm
PRECEDED BY THE ANNUAL PARISH MEETING AT
7.00PM**

There being no further business the Vice-Chairman closed the meeting at 9.05pm

End of Minutes

CHAIRMAN:.....

DATE:.....