

**BUGBROOKE PARISH COUNCIL**

**Minutes of the Meeting of the Full Council  
held on Monday 12<sup>th</sup> November 2012 at 7.30 p.m. at the Community Centre, Bugbrooke.**

**PRESENT:**

Chairman - Councillor John Curtis, B.E.M.

Councillor John Bignell		Councillor Brian King
Councillor Ken Gardner		Councillor Mrs Kate Meech
Councillor David Harries		Councillor Paul Phillips
Councillor Paul Henson		Councillor Terry Ward
Councillor David Jeffery		Councillor Mrs Linda Pope
Councillor Alan Kent		
	<b><u>IN ATTENDANCE</u></b>	
Mrs Sally Bramley-Brown Clerk	10 parishioners	County Councillor Joan Kirkbride
<b><u>APOLOGIES FOR ABSENCE</u></b>		<b><u>ABSENT:</u></b>
<b>Apologies were accepted from:</b>	<b>Reason:</b>	
Councillor Phil Bignell	Holiday	Councillor Brian Curtis
PC12/11/224	<b><u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u></b>	
	Apologies were received and accepted as above.	
PC12/11/225	<b><u>DECLARATIONS OF INTEREST</u></b>	
	No declarations of interest.	
PC12/11/226	<b><u>REGISTER OF INTERESTS UPDATE</u></b>	
	There were no changes to the register.	
PC12/11/227	<b><u>MINUTES</u></b>	
	The minutes of the meeting held on 12 <sup>th</sup> October were approved as a correct record of that meeting and were duly signed and initialled by the Chairman	
PC/12/11/228	<b><u>DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST</u></b>	
	The Clerk reported that an issue had arisen as a result of an omission in the Localism Act 2011. Information currently available from the Monitoring Officer at SNC was that all Councillors would need to apply to the Clerk in writing for a dispensation to enable them to take part in discussions for setting the 2013/2014 precept. The Clerk was awaiting further information and the matter will be re-listed for discussion in December	
PC12/11/229	<b><u>REPORTS ON MATTERS PREVIOUSLY RAISED</u></b>	
	No matters were raised, all reports being given under the relevant subject matters.	
PC/12/11/230	<b><u>COUNCILLOR VACANCY</u></b>	
	<b><u>RESOLVED</u></b>	That Notices inviting applications to be co-opted on to the Parish Council should be prepared as soon as possible, in the hope that a new Councillor could be co-opted at the next meeting
	<b><u>ACTION</u></b>	The Clerk

PC/12/11/231	<b><u>PUBLIC QUESTION TIME (7.45 p.m. – 8.07 p.m.)</u></b>
	Mrs Pace advised the Council that she and her husband were travelling to Tanzania to help in the construction of a new school which was to be named "The Timothy Partridge School"
	Mrs Adams complained about the new bus stops that had been installed in the village and that this was not good use of public funds when the footways were in such poor condition. Councillor John Curtis explained that the Parish Council were merely informed of the decision to replace the stops and shelters and the raised kerbs were to fulfil obligations under the relevant disability discrimination legislation.
	The footways in Levitts Road, Chipsey Avenue, Pilgrims Lane and Smithers Way were all identified as being in a very poor condition and County Councillor Kirkbride was requested to see what could be done about improving the surfaces on these footways.
	Mr Middleton expressed deep concerns about the planning application for 17 dwellings at Peace Hill, that was to be considered later in the meeting. The layout plan indicated a block of housing which would directly overlook his property and that the application generally would be overbearing on surrounding properties. He also stated that when the application was approved for the Bellway development on the adjacent site it was recorded that this would increase traffic movements on the junction to 600- 700; the application being considered would further increase traffic movements to 1,100 and requested that if the application were granted consideration be given to making West End one-way.
	Mrs Plummer advised the meeting that the layout plan was only indicative and that the actual lay-out would be decided that the full planning permission stage, rather than the outline application currently before the council

PC/12/11/232	<b><u>PLANNING</u></b>
A	<b>3 Harrison Court.</b> Noted
B	<b>Bellway Development at Peace Hill:</b> Councillor Phil Bignell had meet with Bellway engineers and was discussing various designs.
C	<b><u>Planning applications and decisions for report:</u></b>

STATUS	APP NO AND APPLICANT	LOCATION	PROPOSAL	PC COMMENTS OR SNC DECISION
For Info	S/2012/1074/FUL	River Farmhouse, Watling Street, Weedon	Three 10Kw wind turbines mounted on 315 metre high towers.	Application withdrawn <i>Noted</i>
	S/2012/1196 /LDE Hill-Towers	Chalmers Barns, Litchborough Road, Bugbrooke	Lawful development certificate – conversation of car port to enclosed garage	<i>No Comment</i>
	S2012/1231/ FUL Gordon	26 Pilgrims Lane	Single storey side extension and roof link to existing garage	<i>Materials should match existing</i>
	S/2011/1448/MAO	Litchborough Road. Bugbrooke	Firs Field – development of 70 dwellings	<b>APPLICATION WITHDRAWN</b>
For Info	S/2012/1293 TCA Jesus Flwsh	Wellspring, 45 High St., Bugbrooke	Pruning Yew Tree close to house	<i>No comment</i>
	S/2012/1301/MAO	Peace Hill Bugbrooke	Variation to Condition 15 – S/2010/0383 – 31 Dwellings – amend "prior to commencement" to "prior to construction works commencing"	<i>Agreed</i>

	S2012/1300/EXT	Peace Hill, Bugbrooke	Extension to time limit on S/20120/383/MAO	Agreed
PC/12/11/233	<b><u>S/2012/1210/MAO</u></b> There were a number of major issues surrounding the application – not least of which was that the Parish Council had been sent two different layout plans. Whilst accepting that a layout plan at outline planning permission stage is for indicative purposes only, it was felt that comment was necessary due to the fact that existing properties would be overlooked by the development and that the grouped location of parking spaces would create a noise nuisance.			
	<b><u>RESOLVED</u></b>	That the Parish Council would strongly object to the application on the grounds that the village had already fulfilled the requirements of SNC's Interim Housing Policy and therefore it was too soon to permit any more development, especially as approval would move the boundary of the village. It was recognised that when the application was considered by the Planning Committee, they would be provided with a copy of the inspectors report on the previous application that was refused. Therefore if permission is granted then S106 contributions should sought on a pro rata basis to those on the adjacent development but in addition the Parish Council would request a contribution towards the establishment of a community project room/library as the Primary School on the basis that Bugbrooke is the only key village without such a facility.		
	<b><u>ACTION</u></b>	The Clerk		
PC/12/11/234	<b><u>POLICE MATTERS</u></b>			
	The Chairman thanked Mr David Dungate for taking on the role of Village Coordinator.			
	Councillor Mrs Meech reported that there had been an incident at the Football Club on Friday 2 <sup>nd</sup> November, when the function following the firework display had had to be cancelled because the main fuse box had been broken into and the fuses stolen. A letter had been sent round the village asking for any information, and the matter had been reported to the police.			
PC/12/11/235	<b><u>YOUTH MATTERS</u></b>			
	Councillor Mrs Meech reported that the Bugbrooke Play Park group had met and decided that they would require an area of approximately 15 x 25 metres. Mr Adams had been approached with a view to a small additional piece of land being given for the purpose, and that the best location for the park would be in the vicinity of the playing fields. Councillor Mrs Meech was to attend the next meeting of the Playing Fields Association.			
PC/12/11/236	<b><u>PLAYING FIELD</u></b> - Nothing to report			
PC/12/11/237	<b><u>NEW CHURCHYARD EXTENSION</u></b>			
	It was with great pleasure that the Clerk was able to report that she had now finalised details for the sale of the Glebe Field to the Parish Council, for the sum of £21,500, plus payment of the Diocese legal and professional fees. In addition she had obtained legal advice that the sale could be directly to the Bugbrooke Millennium Green Trust, thereby negating one transaction and had secured preferential rates for the legal work. The Clerk handed Councillor Harries the completed application for a Certificate			

	<p>of Lawfulness for the change of use from public amenity land to burial ground and confirmed that the application for the change of use for the Glebe Field would be submitted shortly.</p> <p>The Chairman asked that the Parish Council's thanks to the Clerk be recorded, for the efforts that had been made to secure the progress of this matter.</p>				
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<b>ACTION</b>	Clerk.				
	There will be details of the transfers that will need to be discussed and therefore a meeting will be arranged with representatives of the parish council, the BMGT and the PCC in the near future.				
PC/12/11/238	<b>ALLOTMENTS</b>				
	<p>A. The Clerk was awaiting information from the new Allotment Association Chairman regarding the issue of sheds on the original allotments.</p> <p>B. The Clerk had advised the Councillors of a breach of the planning permission relating to the new allotment site – failure to plant a hedge on the western edge.</p>				
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PC/12/11/239	<b>PARISH MATTERS</b>				
A	<p><b>Monthly Inspection Sheets.</b></p> <p>All Councillors had received the new Rota and Area sheets. The monthly summary sheet had been prepared but no decision was made on any action to be taken. Councillor Mrs Pope stated that it was pointless to complete the sheets if no action was taken to remedy the identified defects. It was suggested that two people be contacted to see if they would be willing to undertake repair jobs for the parish council.</p> <p>It was suggested that discussion of each individual item was not an appropriate use of the full parish council meeting and it was suggested that a small working group of one individual from each area could meet to decide on the necessary action.</p> <p>Only one inspection sheet was handed to the Clerk for Area 3. The Clerk had completed the sheet for Area 6. The monthly inspection sheets are an important part of the Parish Council's Risk Management Policy and in order to limit potential liability it is essential that they are all completed regularly.</p>				
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<b>ACTION</b>	The Clerk.				
B	<p><b>Parish Office:</b></p> <ul style="list-style-type: none"> <li>❖ The Clerk confirmed that the new computer has been installed and was working well.</li> <li>❖ The Clerk also confirm receipt of the heater from Councillor Henson and expressed her thanks.</li> <li>❖ The Clerk confirmed that the most recent Minutes had been sent for binding and when they were received back, all the Minutes currently held in the parish office would be transferred to the Record Office.</li> </ul>				
C	<b>Hedges:</b> No hedges were identified as requiring attention.				
D	<b>Footpaths:</b> This had been dealt with in Public Open Time.				
E	<b>Litter Picking</b>				

	<b><u>RESOLVED</u></b>	That the Clerk be authorised to write further to the Link Person to explain the Parish Council's decision to terminate the current arrangements.
	<b><u>ACTION</u></b>	Clerk.
F	<b>Annual Audit.</b> Nothing to Report	
PC/12/11/240	<b><u>STREET LIGHTS</u></b>	
	A. The following street lights were reported as being faulty:- PL 167 Meadway PL 122 Ash Grove – Previously reported and not repaired PL007 – Light still on the ground	
	B. Councillor Harries stated that the Parish Council would need to take the appropriate action to ensure compliance with the Health and Safety requirements for street lighting. may be	
	<b><u>RESOLVED</u></b>	That a meeting of the Street Lighting Committee should be convened as soon as possible.
	<b><u>ACTION</u></b>	The Clerk
PC/12/11/241	<b><u>TWINNING</u></b>	
	The Parish Council was advised that paper copies of the Link would be supplied to the Clerk for onward transmission to Vohl.	
PC/12/11/242	<b><u>REPORTS</u></b>	
A	<b>Speed limits and the 20MPH zone:</b> Nothing to report	
B	<b>Mid Northants Parishes Report:</b> The clerk had nothing to report this month.	
C	<b>Northamptonshire County Association of Local Authorities:</b>	
	Nothing to report.	
D	<b><u>Highways and Transport</u></b>	
	<ol style="list-style-type: none"> <li>1. The Clerk had met with NCC Highways engineer and it had been agreed that No Waiting double yellow lines set out along the western side of the Waggon and Horses green for its full length and along the eastern side of the Church Lane from its junction with High Street to the rear access to No 1 Church Lane, to prevent parking on the junction.</li> <li>2. NCC Highways were to begin a consultation for the annual traffic order for SNC area. The no waiting as detailed above would be included, but if there were any other locations that required additional restrictions or removal of restrictions, these must be notified during the consultation period. It was suggested that No Waiting restrictions should be installed around the junction of Kislingbury Road and Kislingbury Close and the chicane.</li> <li>3. Councillor Kent commented on the results of the LGV Traffic Study which indicated that three quarters of the traffic movements in the village were to and from Heygates Mill.</li> <li>4. Meeting with Heygates Mill. The Clerk reported that Councillor Kirkbride had requested that Bugbrooke Parish Council take the lead in arranging a meeting with Heygates. That was not a problem but the numbers of people wishing to attend had reached unwieldy proportions and suggested that it would be preferable to initially hold a smaller meeting with Heygates to open the dialogue with them. This was agreed and the Clerk would endeavour to arrange a meeting with Heygates, Councillor Kirkbride and representatives from Bugbrooke and Kislingbury as soon as possible.</li> </ol>	

PC/12/11/243	<b>COMMUNITY CENTRE</b>			
	Nothing to report			
PC/12/11/244	<b>MILLENNIUM GREEN TRUST</b>			
	<p>1. The Clerk confirmed that the letter received last month had been misunderstood and was a request for payment for the 2012 – 2013 contribution. In consequence this had been paid in October and was detailed under Financial Matters.</p> <p>2. The Trust had asked that the Parish Council review the amount of the contribution for 2013-2014 bearing in mind the changes in extent. It was agreed that this would form part of the Budget considerations.</p>			
PC/12/11/245	<b>POLICY DOCUMENTS</b>			
	<b>RESOLVED</b>	That the Scheme of Delegation and Statutory Duties of the Clerk; the Health and Safety Policy and the Rick Assessment Policy should be re-adopted		
PC/12/11/246	<b>CORRESPONDENCE: FOR ACTION:</b>			
	<p>A. (This item brought forward and dealt with as part of Public Open Time, to enable Mr David Clayton to address the Parish Council) Mr Clayson outlined the idea behind use of the Sunday School for a Community café. He confirmed that the Parish Council were not being requested for funds, but simply a letter of support to be sent to SNC</p>			
	<b>RESOLVED</b>	That a letter in support of the scheme be sent to SNC		
	<b>ACTION</b>	Clerk		
	<p>B. No one wished to attend the CPRE Planning Road Show but the Clerk was to request a copy of any report.</p> <p>C. Consultation on the New Affordable Housing Policy. It was considered that a reduction in threshold for the provision of affordable housing would deter development. However the proposal to allow some open market housing on sites outside the village confines would be useful.</p>			
PC/12/11/247	<b>FINANCIAL MATTERS</b>			
A	A financial statement was circulated. The clerk reported that the bank balances were as follows:			
	Current account as at :	30.10.12	£	3,942.71
	Nationwide at	30.10.12	£	2,029.85
	Deposit account at	30.10.12	£	71,041.22
	Petty Cash	30.10.12	£	10.12
	October expenditure	30.10.12	£	2,765.76
	Uncleared Items	30.10.12	£	85.00
	Cheques to be paid in	12.11.12	£	767.73
	Total funds at	12.11.12	£	<b>77,791.63</b>
B	<b>Banking.</b>			
	The Clerk reported that she had submitted all the signed documents to the bank to open the new account at National Westminster Bank Plc and as soon as notification of the account number and sort code were received she would arrange payment of the second half of the precept.			
C	<b>Accounts for payment:</b>			
	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	To whom	Service rendered	Amount	Vat	Power used for
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no			£	£	payment
1409	AH Contracts	Emptying of waste bins – to 31.10.12	322.80	53.80	Litter Act 1983 ss5, 6
1410	Mrs S Bramley-Brown	Clerk's salary– October 2012 (44 hours @ £10.49 = £461.56 less 20% tax + travel expenses, stationery and shelving	489.12		Local Gov't Act 1972 S112
1411	NCALC	Training for Councillors Henson and Meech and the Clerk	128.00		Local Gov't Act 1972 S112
1412	Falcon Copiers	Hire Charges – Nov – Jan 2013	£177.16		Local Gv't Act 1972 S111
1413	Royal British Legion	Contribution to Remembrance Day Poppy Wreath	£25.00		Local Gov't Act 1972 S137
1414	Mr A. Walton	Litter picking Octobert - 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
1415	HM Revenue & Customs	Tax - SBB	£93.31	114.11	HM Revenue and Customs requirement
		Tax - AW	£20.80		
		Total	£114.11		
1416	P W Warden	October Mowing	254.00		Highways Act 1980 S96
1417	Falcon Copiers	Copying charges – July – October 2012	49.63	8.27	Local Gv't Act 1972 S111
1418	E.on	Street Lighting Maintenance for period ending 30 <sup>th</sup> September.	£731.77	£121.96	Parish Councils Act 1957 s3 Highways Act 1980 S301
1419	Kay Iqbal	Cleaning of Bus Shelters – Sept “ “ “ - Nov	£60.00		Parish Councils Act 1957 S1
1420	E.On	Monthly supply charge	£455.10	£75.85	Parish Councils Act 1957 s3 Highways Act 1980 S301
1407	J Bignell	Ratification of cheque paid in October for new parish computer	£498.99	£83.17	Local Gov't Act 1972 S144
1408	Bugbrooke Millennium Green Trust	Ratification of cheque paid in October – contribution to maintenance	£1,500.00		Open Spaces Act 1905 ss 9 and 10
		<b>RESOLVED:</b>	That these invoices be paid		
		<b>ACTION:</b>	Clerk		
PC/12/11/248		<b>DATE OF NEXT ORDINARY MEETING – Monday 10<sup>th</sup> December 2012 at 7.30pm</b>			

*There being no further business the Chairman closed the meeting at 9.40 p.m.*

**\*End of Minutes\***

**CHAIRMAN:.....**

**DATE:.....**