

**BUGBROOKE PARISH COUNCIL**

**Minutes of the Meeting of the Full Council  
held on Monday 10<sup>th</sup> December 2012 at 7.30 p.m. at the Community Centre, Bugbrooke.**

**PRESENT:**

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

Councillor Phil Bignell		Councillor Alan Kent
Councillor John Bignell		Councillor Brian King
Councillor Brian Curtis		Councillor Paul Phillips
Councillor Ken Gardner		Councillor Mrs Linda Pope
Councillor David Harries		Councillor Terry Ward
Councillor David Jeffery		
	<b><u>IN ATTENDANCE</u></b>	
Mrs Sally Bramley-Brown Clerk	6 parishioners	County Councillor Joan Kirkbride
<b><u>APOLOGIES FOR ABSENCE</u></b>		<b><u>ABSENT:</u></b>
<b><u>Apologies were accepted from:</u></b>	<b><u>Reason:</u></b>	
Councillor Mrs Kate Meech	Illness	
Councillor Paul Henson	Illness	
PC12/12/248	<b><u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u></b>	
	Apologies were received and accepted as above.	
PC12/12/249	<b><u>DECLARATIONS OF INTEREST</u></b>	
	Councillor John Curtis and Councillor David Harries both declared an interest in Item 13 as members of Bugbrooke Millennium Green Trust	
PC12/12/250	<b><u>REGISTER OF INTERESTS UPDATE</u></b>	
	There were no changes to the register.	
PC12/12/251	<b><u>MINUTES</u></b>	
	The minutes of the meeting held on 12 <sup>th</sup> November were approved as a correct record of that meeting and were duly signed and initialled by the Chairman	
PC12/12/252	<b><u>MATTERS ARISING FROM THE PREVIOUS MINUTES</u></b>	
	Councillor Terry Ward reported an omission in the previous minutes in that he had declared an interest in the item relating to a payment to the British Legion	
PC/12/12/253	<b><u>COUNCILLOR VACANCY</u></b>	
	The Clerk reported that a second application had been received, but not until after the closing date. Councillors were asked to vote on whether to consider the late application and reschedule the appointment until the January meeting.	
	<b><u>RESOLVED</u></b>	By a vote of 9 – 2 to proceed with the single application from Mr Robb Collett
	The Clerk was requested to respond to Ms Richardson to thank her for her expression of interest and to keep her details on file should another vacancy arise.	

PC12/12/254	<b><u>DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST</u></b>
	The Clerk had circulated a briefing note outlining the issue of an omission in the Localism Act 2011. Advice had been received from the Monitoring Officer at SNC.
	<b><u>RESOLVED</u></b> That Councillors would adopt the advice issued by SNC
	<b><u>RESOLVED</u></b> That the Clerk be authorised to receive and approve written applications from Councillors seeking a dispensation for a declared pecuniary interest.
	In anticipation of the approval of the resolution the Clerk had circulated the appropriate forms, and completed forms were received from most Councillors
	<b><u>ACTION</u></b> All Councillors and the Clerk
PC12/12/255	<b><u>ADOPTION OF REVISED CODE OF CONDUCT</u></b>
	The Chairman reminded Councillors that they were all required to act in accordance with an adopted Code of Conduct. The new code was very similar in content to that which formed part of the Parish Councils policy documents and recommended adoption of the new code.
	<b><u>RESOLVED</u></b> That the revised Code of Conduct adopted by South Northamptonshire Council be adopted as the revised Code of Conduct for members and co-opted members of the Bugbrooke Parish Council with effect from 10 <sup>th</sup> December 2012 or such other date as may be specified in regulations, to replace the current Code of Conduct; <i>and</i> The Clerk be requested to notify the Monitoring Office of South Northamptonshire Council of the passing of the above resolution.
	<b><u>ACTION</u></b> The Clerk
PC/12/12/256	<b><u>REPORT OF ISSUES PREVIOUSLY RAISED.</u></b>
	No matters were raised
PC/12/12/257	<b><u>PUBLIC QUESTION TIME (7.40 p.m. – 7.55 p.m.)</u></b>
	Mrs Evans raised the issue of the woodland area between the footpaths in Pilgrim's Lane. The area is in the ownership of the Harrison Trust and approximately 10 years ago significant works were carried out to remove dead trees and generally manage the area. Mr Harrison had advised Mrs Evans that he was willing to contribute £1,000 towards the cost of arboriculture works that are now required, however this is subject to the sale of the land which is subject to the approved planning permission. He Chairman advised Mrs Evans that the parish council supported her actions and that she should accept Mr Harrison's generous offer. However, the parish council would be seeking to engage with the developer (once known) to improve the footpath connection between the new development and the village, the upgrading the current footpath.
	County Councillor Kirkbride advised that the County Council had resolved not to increase the Council Tax for the 2013/2014 year. However, the Councillors Empowering Grant would be retained and increased to £7,000.
	Councillor Alan Kent asked County Councillor Kirkbride to explain the relationship between the County Council and the new Police Commissioner. CCKirkbride confirmed that the new commissioner will be monitored by a police committee made up of district and county councillors.
PC/12/12/258	<b><u>PLANNING</u></b>

A	The contents of the letter from SNC were noted. The Chairman stated that he considered that the parish council should maintain its position and that the proposed developments in Brackley and Towcester would hopefully relieve the pressure on the village.			
B	<b>Bellway Development at Peace Hill:</b> Councillor Phil Bignell had meet with Bellway engineers and agreed the design for the street lights at the new development. The road layout and light location had not yet been agreed.			
C	<b>Proposed Development at Peace Hill.</b> The Chairman reported that the application had been considered by the SNC on 29 <sup>th</sup> November and had been refused.			
D	<b>Conservation Area Review:</b> The Clerk confirmed that she had been advised by Rhiannon Rhys from SNC that the first consultation had resulted in amendments and a second consultation was now underway. RR had indicated that she wished to address the Parish Council to discuss the plan and answer any questions. The Clerk advised that RR had been unable to attend the meeting but would attend in January. The closing date for the second consultation would be extended until after the January meeting.			
<b>Planning applications and decisions for report:</b>				
<b>STATUS</b>	<b>APP NO AND APPLICANT</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>PC COMMENTS OR SNC DECISION</b>
	S/2012/1343/FUL	40 High Street	Extension of use of marquee for sale of fresh produce for a further two years	<i>Approved</i>
PC/12/12/259	<b><u>POLICE MATTERS</u></b> The Chairman reported that he had received a report of youths with track bikes in Smith's Lane. He had contacted the local police team and had received a very quick response with them attending at the site. There have been no further reports.			
	Councillor Alan Kent reported that the small scale Speedwatch exercise had resulted in 500 police warnings being sent across the county. As a result of the success of this pilot project the Speedwatch project will take place again in 2013/2014			
	There have been several complaints regarding vehicles parking on land behind the bus stop at the bottom of Kislingbury Road.			
	<b><u>ACTION</u></b>	The Clerk was requested to contact NCC Highways to report the damage to the newly raised kerb and to request fencing to be erected at the back of the footway. The Clerk was requested to send County Councillor Kirkbride a plan showing the location of the land, to try and identify the landowner.		
PC12/12/260	<b><u>YOUTH MATTERS</u></b> In the absence of Councillor Mrs Meech the matter was deferred until the next meeting. Councillor Harries advised that Councillor Mrs Meech and another member of the Skatepark group had attended the last meeting of the BSASC which resulted in a very amicable discussion.			
PC/12/12/261	<b><u>PLAYING FIELD</u></b> Councillor David Harries reported that the BSASC had received a request to replace the now defunct mobile telephone mast with 3 25 meter high wind turbines. No further information was available.			
PC/12/12/262	<b><u>NEW CHURCHYARD EXTENSION</u></b>			

	<p>The Clerk reported that matter were progressing slowly. The application for the Certificate of Lawfulness was being considered by SNC. The PC solicitors had requested copies of various documents etc from the Bugbrooke Millennium Green Trust and Councillor David Harries advised that the Trust were to meet later in the week to discuss matters.</p> <p>It was agreed that a meeting should take place between representatives of the Parish Council, the Trust and the PCC. This was to take place on Monday 6<sup>th</sup> January at 7.30 p.m. in the Green Room at the Community Centre. Councillor David Harries would notify the Trust members at their meeting and Councillor Alan Kent would notify PCC members.</p>
	<p><b><u>ACTION</u></b>      The Clerk would make the necessary arrangements for the meeting on 6<sup>th</sup> January and would contact the Rector.</p>
	<p>The Clerk advised that as new clients, it was customary to deposit a sum with the solicitors to be off-set against the legal costs. Councillors approved the payment of £250 to Browne Jacobson.</p>
PC/12/12/263	<b><u>ALLOTMENTS</u></b>
	<p>The Clerk was still awaiting information from the new Allotment Association Chairman regarding the issue of sheds on the original allotments, and other information. This had been requested in early November.</p> <p>Councillors discussed whether a water supply would be provided to the new allotment area. It was agreed and if and when the Allotment Association requested assistance with the purchase of piping for a water supply then the Parish Council would be willing to meet the reasonable cost of such piping.</p>
PC/12/12/264	<b><u>PARISH MATTERS</u></b>
A	<p><b>Committees:</b> The Clerk had identified that membership of the various committees needed to be reviewed. The Chairman asked if any Councillor has any particular preferences to be included or excluded from a committee.</p>
	<p><b><u>ACTION</u></b></p> <p>A. It was agreed that the Chairman and the Clerk would meet prior to the next meeting to go through the Committee membership lists and a revised schedule would be circulated with the next agenda.</p> <p>B. It was also agreed that the Chairman and the Clerk would establish a Monthly Summary Sheet working party to review what repairs were required.</p> <p>C. It was agreed that a Finance Sub-Committee should be formed which would meet at least once a year and would comprise Councillors Phil Bignell; David Harries; Paul Phillips and the Chairman.</p>
B	<p><b>Monthly Inspection Sheets and Monthly Summary.</b></p> <p>Monthly inspections sheets were received for area 1, 2 and two for area 4. The Clerk informed Councillors that she had not written to the two named individuals inviting them to carry out parish repairs. It was agreed that a notice should be placed on the noticeboards and on the Link website, inviting people to express an interest in tendering for the work. These expressions of interest would be considered at the January Meeting.</p>
C	<p><b>Hedges.</b> No requests were received.</p>
D	<p><b>Footpaths:</b> Whilst no specific issues were raised in relation to footpaths, a number of matters were discussed in relation to the condition of the highway in Pilgrim's Lane; Chipsey Avenue and Smither Way. These together with the issues arising in relation to a surface water drain on Kislingbury Road, below Butt Hill Crescent, not draining, were to be reported to NCC Highways.</p>
E	<p><b>Annual Audit.</b> Nothing to Report</p>

F	<b>Emptying Litter and Dog Waste Bins:</b> The contract with AH Contracts was signed on behalf of the Parish Council.			
G	<b>Meeting Dates for 2013:</b> The list of suggested dates was agreed without amendment. Details of meeting dates will be posted on all the noticeboards.			
H	<b>Welcome Packs.</b> The Chairman, the Clerk and Councillor Phil Bignell will work on these to ensure that packs were available for new residents later in the year.			
I	<b>Emergency Planning.</b> It was agreed to defer this until the January meeting			
PC/12/12/265	<b><u>STREET LIGHTS</u></b>			
	A meeting of the Street Light Committee had taken place on Monday 3 <sup>rd</sup> December. As a consequence the Clerk was obtaining 3 quotation to carry out the safety testing that was required. It was agreed that the Clerk be authorised to accept the most competitive of the three quotes and to commission the necessary works.			
PC/12/12/266	<b><u>TWINNING</u></b>			
	It was agreed that paper copies of the Link would be sent through to Vohl. Four issues from 2012 were handed to the Chairman for him to send on.			
PC/12/11/267	<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 advised the notification had been received of the annual waiting restrictions review. One location at the western side of the Waggon and Horses green had already been identified and was recommended for approval. A proposal that No Waiting restrictions be imposed on Butts Hill Crescent had been refused. Two additional locations were identified - Great Lane from its junction with Camp Hill and Kislingbury Road, both sides from above the garage to its junction with the Kislingbury Close and the chicane.</li> <li>2. Meeting with Heygates Mill. The Clerk reported that no response had been received from Heygates in relation to the request for a meeting.</li> </ol>			
PC/12/12/268	<b><u>COMMUNITY CENTRE</u></b>			
	The Clerk had received a letter from the W.I. requesting that the Twinning Banner be framed to protect it from damage. It was agreed that for the time being the Parish Council would not do anything.			
PC/12/12/269	<b><u>MILLENNIUM GREEN TRUST</u></b>			
	Nothing to report.			
PC/12/12/270	<b><u>FINANCIAL MATTERS</u></b>			
A	A financial statement was circulated. The clerk reported that the bank balances were as follows:			
	Current account as at :	30.11.12	£	992.82
	Uncleared payment - NCC	10.11.12	£	702.87
	Nat West (new current a/c)	10.12.12	£	3,837.73
	Nationwide at	30.11.12	£	2,029.85
	Deposit account at	30.11.12	£	71,041.22

	Petty Cash	30.11.12	£	10.12
	November expenditure	30.11.12	£	1,663.47
	Uncleared Items	30.11.12	£	25.00
	Total funds at	12.11.12	£	<b>76,926.14</b>
<b>B</b>	<b>Banking.</b>			
	The Clerk reported that she had submitted a request to SNC for payment of the second half of the precept.			
<b>C</b>	<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 no	To whom	Service rendered	Amount £	Vat £	Power used for payment
1421	AH Contracts	Emptying of waste bins – to 31.11.12	403.50	67.25	Litter Act 1983 ss5, 6
1422	P W Warden	Underpayment from October	50.80	50.80	Highways Act 1980 S96
1423	BSACC	Hire of Committee room – 1 <sup>st</sup> October – 31 <sup>st</sup> December and rent of parish office	294.00		Local Gov't Act 1972 S112
1424	HM Revenue & Customs	Tax - SBB £93.31 Tax - AW £26.00 Total £119.31	119.31		HM Revenue and Customs requirement
1426	Mr A. Walton	Litter picking November- 5 weeks x 4 hours: 20 hours @£6.50 =£130.00 (less 20% tax)	104.00		Litter Act 1983 s5 Local Gov't Act 1972 s112
1427	E.on	Monthly supply charge	£440.42	£73.40	Parish Councils Act 1957 s3 Highways Act 1980 S301
1428	B.T.	Telephone and Broadband provision	100.64	16.77	Local Gov't Act 1972 S112
1429	SLCC	Annual Membership	100.00		Local Gov't Act 1972 S112
00061	Mrs S Bramley-Brown	Clerk's salary– October 2012 (44 hours @ £10.49 = £461.56 less 20% tax +, stationery	425.99		Local Gov't Act 1972 S112
00062	Shaw and Sons	Binding of Minute Books	83.00	16.60	Local Gov't Act 1972 S112

	<b>RESOLVED:</b>	That these invoices be paid
	<b>ACTION:</b>	Clerk
PC/12/12/271	<b>DATE OF NEXT ORDINARY MEETING – Monday 14<sup>th</sup> January 2013 at 7.30pm</b>	

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

**\*End of Minutes\***

**CHAIRMAN:**.....

**DATE:**.....