

# BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council  
held on Monday 11<sup>th</sup> June 2012 at 7.30 p.m. at the Community Centre, Bugbrooke.

## PRESENT:

Chairman - Councillor John Curtis

Councillor John Bignell  
Councillor Mrs Diana Cockrill  
Councillor Brian Curtis  
Councillor David Harries  
Councillor David Jeffrey

Councillor Brian King  
Councillor Paul Phillips  
Councillor Linda Pope  
Councillor Terry Ward

## IN ATTENDANCE

Mrs Catherine Parry, clerk                      10 parishioners

## APOLOGIES FOR ABSENCE

### **Apologies were accepted from:**

Councillor Philip Bignell  
Councillor Alan Kent  
County Councillor Joan Kirkbride

### **Reason:**

Holiday  
Holiday  
Another Council commitment

## ABSENT:

Councillor Ken Gardner

## PC12/6/116 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted as above.

## PC12/6/117 DECLARATIONS OF INTEREST

Councillors Brian Curtis and Linda Pope, and the Chairman, all declared a non-prejudicial interest in item 13 on the agenda (allotments), as members of the allotment association, and took no part in the discussion relating to the allotments, other than (in the case of the Chairman) commenting on the quotations for the fencing, and agreeing to obtain other quotes for materials only.

## PC12/6/118 REGISTER OF INTERESTS UPDATE

There were no changes to the register.

## PC12/6/119 MINUTES

The minutes of the meeting held on 14<sup>th</sup> May 2012 were approved as a correct record of that meeting and were duly signed by the Chairman.

## PC12/6/120 REPORTS ON MATTERS PREVIOUSLY RAISED

There were no matters to report, but Councillor J. Bignell reminded the clerk that she had not checked with the planners about the ridge height of the new building at 28 Pilgrims Lane..

## PC12/6/121 PUBLIC QUESTION TIME (7.35pm-7.45pm)

- Mr Smith expressed his congratulations to the organisers of the jubilee and twinning events, which he thought had been a credit to the village and greatly enjoyed by all the people who had attended. This was seconded by various other parishioners. Miss Bell thanked Mr and Mrs Gordon and the other members of the Ball Committee for their hard work in organising and running the Jubilee event.
- Mr Pope referred to the dog fouling on the playing field and asked what was going to be done to prevent it. Councillor Harries, on behalf of BSACA, confirmed that the committee was actively considering the banning of dogs from the field.
- Miss Bell asked when the double yellow lines were to be painted around Waggon & Horses Green, since inconsiderate and illegal parking were continuing to cause a danger to other road users. The clerk said that she would ask Helen Howard to see when the review was to be carried out.
- Mr Gordon reported that the Jubilee celebration on the playing field had been a great success and thanked all involved. They included, in no particular order: Unusual Rigging for having erected the stage free of charge and providing technical support; Ian Marriott and Phillip Stone for setting up the stage equipment; the WI for the teas; all the stall holders for their support; the Parish Council for providing funds for the trophies, and all the individuals who helped on the day. He also thanked Councillor Harries, Mr Harrison and Mrs Hill, and others who helped to clean the field up on the following day.

PC12/6/122 **PLANNING**

A The clerk reported that there was to be a conservation area review during the year. Rhiannon Rhys, Assistant Conservation Officer at SNC, was seeking initial views and had suggested a meeting. The clerk suggested that she organise a meeting with members of the development working party initially.

**RESOLVED** That Ms Rhys be requested to address the full council at the next full meeting.

**ACTION** Clerk to contact Ms Rhys accordingly.

B **Planning applications and decisions for report:**

Status	App. No/ applicant	Location	Proposals	PC comment/ SNC decision
<i>Info</i>	S/2012/0512/FUL Rhodes	64 Johns Road	Single storey rear extension	<i>No objection by PC</i>
<i>New</i>	S/2012/0359/FUL Campion School	Campion School	Variation of Condition 2 of S/2011/0753/FUL to raise roof at the front and alter side elevations to follow new roofline.	<i>Approval by SNC</i>

PC12/6/123 **NEIGHBOURHOOD PLAN**

On hold at present.

PC12/6/124 **POLICE**

A Various emails, which had been forwarded where appropriate.

B Jen Harrison had reported that she could now be contacted on Twitter.

C The clerk reported that Magistrates' Recruitment Nights were being held on 11<sup>th</sup> July and 19<sup>th</sup> July. Further details could be obtained from the clerk. This was open to all residents, and parishioners could also attend these evenings.

D The clerk reported that the plants had been stolen from the village planters. She would report this to the police.

PC12/6/125 **YOUTH MATTERS**

A **Campion School:** The clerk had nothing to report.

B **Young children's play facilities:** Miss Bell reported that there was continuing anti-social behaviour on the play area, which was now not being locked in the evenings, and was open on Sundays.

**RESOLVED** That the key holder should be requested to lock the area in the evenings and on Sundays, as previously agreed.

**ACTION** Clerk.

PC12/6/126 **PLAYING FIELD**

Councillor Harries reported that the Annual General Meeting had been held on 16<sup>th</sup> May 2012. The finances were healthy. He intended to speak to the clerk about how much the parish council was contributing towards the expenses of maintaining the field. Councillor Phillips commented that the footpath leading past the rugby club premises to Pilgrims Lane was overgrown and Councillor Harries agreed to put it on BSACA's next agenda.

PC12/6/127 **NEW CHURCHYARD EXTENSION**

The clerk reported that she had heard nothing further, but had not had time to chase the Diocese owing to the twinning event.

**RESOLVED** That the Diocese be urged to make a decision.

**ACTION** Clerk.

PC12/6/128 **TWINNING**

The Chairman reported that the twinning visit and the ceremony and barn dance had been successful, and that the German visitors had enjoyed themselves. They had donated two trees to Bugbrooke, which would be planted on the Millennium Green. The Chairman thanked those residents who had been hosts, and the Football Club and Mr Marriott who had provided hospitality and a great deal of practical help in many ways. The clerk was thanked for her help with the organisation.

**RESOLVED** That formal letters of thanks be sent to all those who had been involved with the twinning visit.

**ACTION** Clerk.

PC12/6/129 **ALLOTMENTS**

The clerk reported that the lease was progressing and would be ready for signature shortly. The Chairman

was authorised to obtain materials only quotes in respect of fencing, and to order the materials, up to a maximum of £750.00

PC12/6/130 **PARISH MATTERS**

A **Welcome packs:** Nothing to report this month.

B **Hedges :** Letters were required in respect of hedges at several properties, and the clerk was instructed to send these out as soon as possible.

C **Footpaths:** The pavement at the top of Camp Hill had not been repaired. The clerk was instructed to chase Street Doctor to get this done. Also, the footpath between Beech Close and Lime Grove was breaking up.

**RESOLVED** That the clerk should attend to these matters urgently.

**ACTION** Clerk.

D **Monthly Inspection Sheets:** These were handed to the clerk.

E **Litter picking:** No points were raised.

F **Village Green application Johns Road:** The clerk reported that she had sent to the County Council the Chairman's statement of objection, following the parish council's resolution in May.

PC12/6/131 **STREET LIGHTS**

A The clerk had nothing to report this month, but the light by 12 High Street was reported as being on during the day time, owing to the ivy growing around it.

PC12/6/132 **PARISH COUNCIL VACANCY**

A The clerk reported that three residents had expressed an interest in becoming a parish councillor. She read out the resumés provided by Mr Paul Henson, Mrs Kate Meech and Mrs Kaye Adams. Since there were only two vacancies, a vote would be required. Voting papers were circulated and were counted by two independent members of the public. The result was that Mr Henson was elected by a majority and there was a tie between Mrs Meech and Mrs Adams, and a second vote was required. In order to avoid another tie, the Chairman did not vote in this second round, and the result was a majority in favour of Mrs Meech. The Chairman thanked all the candidates for putting their names forward and welcomed the new councillors, who would take their seats in July.

**RESOLVED** That the clerk would organise training for the new councillors.

**ACTION** Clerk.

PC12/6/133 **Clerk's resignation and replacement**

The clerk reported that several potential applicants had expressed an interest in finding out about the position. She had not yet placed an advert in the Chronicle and Echo, but would do this during the coming week.

**RESOLVED** That the interviewing panel would consist of the Chairman, the Vice Chairman, Councillor Pope and Councillor Harries.

**ACTION** Clerk to post the advertisement and to organise a pre-meeting after the closing date of 29<sup>th</sup> June.

PC12/6/134 **REPORTS**

A **Speed limits and the 20MPH zone:**

- Councillor Kent and Councillor Bignell were not available, but had agreed to report on the proposed large goods vehicle survey, at the July council meeting.
- The clerk reported that Speedwatch was to be reinstated. Further information would be available in July.

B **Mid Northants Parishes Report:** There had been discussion as to whether this should be disbanded. Councillors Harries was of the view that it should be kept alive, but dormant, so that it could be used again as a campaigning group when necessary. He had made this known to the members of the group.

C **Northamptonshire County Association of Local Authorities:**

- Various emails which have been circulated where relevant.
- Usual newsletter.
- Chairman's lunch 22<sup>nd</sup> June from 11.00am to 2.00pm at Great Houghton Village Hall.

D **Consultations:** There was a consultation as to the re-appointment of BDO as external auditor for small councils in Northants. The clerk was satisfied with their performance, and suggested that the parish council responded to this effect. Councillor Harries, and internal auditor, agreed with this.

**RESOLVED** That the clerk should respond accordingly

**ACTION** Clerk.

E **Neighbourhood Watch:** Various email newsletters and updates which had been circulated where relevant.  
 F **Diamond Jubilee :**

- The final report had been given by Mr Gordon during public question time, but the Chairman suggested that thank you letters be sent to all those involved with the event.

**RESOLVED** That this should be done as soon as possible.

**ACTION** Clerk.

- There was to be a diamond jubilee picnic at Burghley House on 13<sup>th</sup> June. The clerk asked that she be told by 7<sup>th</sup> June if councillors wished to attend. There were 4 places available.

G Highways and Transport: Councillor Mrs Cockrill reported that the gutter on the bus shelter at Butts Hill needed repairing. The clerk was instructed to ask Mr Povey to look at it.

PC12/6/135 **CODE OF CONDUCT**

The clerk reported that South Northants Council required that a new code of conduct be adopted at the June meeting. This might be a stop gap approach, bearing in mind that the relevant new regulations had not yet come into effect, but was necessary because the government wanted all councils to adopt a new code of conduct by 1st July. NCALC had issued their own version, but SNC would prefer all councils to adopt the same document. The clerk was minded to advise the council to comply with the SNC request to ensure that a code of conduct was in place, and the parish council could amend or replace it later if necessary. A copy of the email from SNC had been forwarded to those councillors on email.

**RESOLVED** That this course of action be agreed and that the SNC Code of Conduct be adopted.

**ACTION** Clerk to act accordingly and inform the monitoring officer.

PC12/6/136 **CORRESPONDENCE**

**1 For action:**

A Nothing this month

**2 For report:**

A Northants 50+ Network newsletter.

B South Northants homes briefing paper.

C An email from County Councillor Joan Kirkbride reminding residents of the Empowering Councillors Fund, which is £6,000 this financial year.

D Request by NCC to report how the Empowering Councillors Grant for the play area has been spent.

E BT Broadband has been upgraded.

F Various suppliers' brochures

G Various press releases.

PC12/6/137 **FINANCIAL MATTERS**

A A financial statement was circulated. The clerk reported that the bank balances were as follows:

Current account as at :	31.5.12	£	3127.04
Nationwide at	31.5.12	£	2029.85
Deposit account at	31.5.12	£	60899.27
Petty Cash	31.5.12	£	<u>31.96</u>
Total funds at	31.5.12	£	66088.12

This figure included the cheques referred to below.

B The clerk reported that the internal auditor had visited, and had submitted his report. He was happy to sign the annual return but raised three points:

- Budget details should be made available to the public when the budget was set.
- He was concerned to ensure that the parish council had the power to purchase the churchyard extension on behalf of the parochial church council.
- The council must ensure that s137 grants (eg to the Millennium Green Trustees) should be properly recorded (ie both the application and the resolution to pay, as well as the approval of the cheque).

F Payment of invoices as follows:

Chq no	To whom	Service rendered	Amount £	Vat £	Power used for payment
1350	AH Contracts	Emptying of waste bins – to 31.5.12 NB the figure on the agenda was incorrect.	322.80	53.80	Litter Act 1983 ss5, 6
1351	E.On	May unmetered supply costs . NB the figure on the agenda was incorrect.	451.62	75.27	Parish Councils Act 1957 s3 Highways Act 1980 s301
1352	Mrs R. Harries	Reimbursement of cost of plants for planters	68.78		

1353	Mr A. Walton	Litter picking May - 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- May 2012	364.47		Standing Orders
1354	HM Revenue & Customs	Tax -CP	£91.20	112.00	HM Revenue and Customs requirement
		Tax - AW	£20.80		
		Total	£112.00		
1355	RBS Finance Ltd	(For R & G) weedkilling on playing field	493.04	82.17	Open Spaces Act 1906 s6
1356	BT	Phone/broadband Feb/May 2012	140.20	23.36	Telecommunications Act 1984 s97
1357	Gardner Builders Limited	Repairs to bus shelter	876.00	146.00	Highways Act 1980 s301
1358	P. Warden	May mowing	609.60	101.60	Highways Act 1980 s301
1359	Mrs C. Parry	Reimbursement of costs of bunting for jubilee/twinning	32.00		Local Gov't Act 1972 s145
1344	Greenbarnes Ltd	Ratification of cheque paid May for replacement notice board	1756.02	292.67	Local Gov't Act 1972 s142
1345	P. Warden	Ratification - April mowing	304.80	50.80	Highways Act 1980 s301
1346	E.On	Ratification - Repairs	100.42	16.74	Parish Councils Act 1957 s3 Highways Act 1980 s301
1347	Huntsman Caterine	Ratification - Hog Roast deposit	485.00		Local Gov't Act 1972 s145

**RESOLVED:** That these invoices be paid **ACTION:** Clerk

PC12/6/138

**DATE OF NEXT ORDINARY MEETING-**  
**Monday 9<sup>th</sup> July 2012**  
**At 7.30pm**

*There being no further business the Chairman closed the meeting  
at 9.13pm*

**\*End of Minutes\***

**CHAIRMAN:**.....

**DATE:**.....