

## **BUGBROOKE PARISH COUNCIL**

### **Minutes of the Meeting of the Full Council**

**held on Monday 10<sup>th</sup> September 2012 at 7.30 p.m. at the Community Centre,  
Bugbrooke.**

#### **PRESENT:**

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

Councillor John Bignell  
Councillor Brian Curtis  
Councillor Ken Gardner  
Councillor David Harries  
Councillor Paul Henson  
Councillor David Jeffrey

Councillor Alan Kent  
Councillor Brian King  
Councillor Mrs Kate Meech  
Councillor Paul Phillips  
Councillor Linda Pope  
Councillor Terry Ward

#### **IN ATTENDANCE**

Mrs Catherine Parry, locum clerk 2 parishioners

#### **APOLOGIES FOR ABSENCE**

**Apologies were accepted  
from:**

Councillor Philip Bignell

County Councillor Joan Kirkbride

#### **Reason:**

A district council  
commitment

Another council  
commitment.

#### **ABSENT:**

None.

PC12/9/173

#### **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted as above.

PC12/9/174

#### **DECLARATIONS OF INTEREST**

Interests were declared by Councillors John Curtis, Linda Pope and Alan Kent, in respect of item 13 on the agenda (allotments). Councillor Harries confirmed that, since none of the interests was pecuniary or prejudicial, it would not be out of order for comments to be made by these councillors.

PC12/9/175

#### **REGISTER OF INTERESTS UPDATE**

There were no changes to the register.

PC12/9/176

#### **MINUTES**

The minutes of the meeting held on 13<sup>th</sup> August 2012 were approved as a correct record of that meeting, following the manuscript completion of the bank account details in Minute PC13[sic]/8/168 and were duly signed and initialled by the Chairman.

PC12/9/177

#### **REPORTS ON MATTERS PREVIOUSLY RAISED**

No matters were raised, all reports being given under the relevant subject matters.

PC/12/9/178

#### **PUBLIC QUESTION TIME (7.40pm - 7.45pm)**

Mrs Pace requested confirmation that she need not ask specifically for a

grant towards churchyard maintenance costs, each year. The Chairman said that the parish council could not provide such confirmation until the issue of the churchyard extension land swap had been finalised.

PC/12/9/179

A

### **PLANNING**

**Review of the Conservation Area.** Following the visit by Rhiannon Rhys to the Council in August, copies of the conservation area plans were circulated, showing the suggested additions to and exclusions from the current conservation area. These were discussed. Councillor Harries reported that the main change would be the inclusion of the older buildings on the south eastern side of West End, opposite The Leys. The main exclusion would be the three rear houses in Harrison Court and the two rear properties in Grants Orchard. The draft plan would be sent to committee at the district council and then to consultation.

**RESOLVED** That the district council should be requested to include 8 Church Lane, the Five Bells and Home Farm.

**ACTION** District Councillor Harries.

B

**28 Pilgrims Lane:** The locum clerk reported that Mrs Bramley-Brown had again asked the SNC planning department to check on the height of the roof ridge of 28 Pilgrims Lane. At the time of preparation of the agenda, no reply had been received to the request, although a separate planning application had been made for two roof lights. The locum clerk had, however, received a reply from the district council after the agenda had been issued, to the effect that the monitoring officer had visited the site during construction, and that (although the monitoring officer was on holiday, and could not be contacted for confirmation) the writer of the email was sure that any irregularities would have been noticed. There was some confusion among the parish councillors as to whether the planning application referred to below was for the increase in height, which was the matter of Councillor J. Bignell's original concern, but the locum clerk said that it actually related to the non-material addition of the two roof lights, and that the increase in height was approved in the main application earlier in the year.

**RESOLVED** That the question of whether the roof height had actually been approved without consulting the parish council, should be investigated.

**ACTION** Clerk.

C

**Appeal re land south of Peace Hill and west of The Leys and West End, Bugbrooke:** - the appeal decision had been issued, dated 22<sup>nd</sup> August 2012. The following is the gist of the decision:

*"The Council has failed to establish that there is a 5 year supply of deliverable housing land in the district and, therefore, the appeal should be considered in the context of the presumption in favour of sustainable development. The proposal would represent a sustainable extension to the village with only a small impact on the countryside and the number of dwellings proposed, when aggregated with other permissions, would not cause any imbalance or result in an overall unacceptable scale of development to Bugbrooke subject to a suitable planning obligation. These factors outweigh the conflict with saved development plan policies relating to the development in the countryside. However, a suitable planning obligation has not been submitted and for*

*this reason and taking account of all other matters, the appeal is dismissed.”*

The locum clerk confirmed that a full copy of the decision was available if required.

Councillor Harries said that he had discussed the issue of the 5 year land supply with the planning officer who dealt with this application. He had been informed that a new policy had been formulated which could justify a 5 year land supply, but in his opinion, this was still an area of concern.

The Chairman reported that the Heygates application, in respect of the land adjacent to The Firs, had been dismissed on the grounds that it was an unwelcome intrusion into open countryside. He also asked that a meeting of the Development Working Party be convened before the next full meeting of the parish council, because it was important that this was now put back on the agenda.

**RESOLVED** That a meeting of the working party be set up for 7.30pm on 2<sup>nd</sup> October, and that a letter be sent to the district council to ask that S106 contributions be required at a level of one half of those attributed to the new development at Peace Hill, in respect of any new application for the land at the rear of the Leys.

**ACTION** Clerk.

**Planning applications and decisions for report:**

F

Status

*Non-material amendment*

*Info only at this stage*

New

New

Status	App. No. & applicant	Location	Proposals	PC Comments/SNC decision
<i>Non-material amendment</i>	S/2012/0746/NMA Mr and Mrs Iqbal	28 Pilgrims Lane	Non material amendment (consisting of 2 velux rooflights) to original planning permission S/2011/0889/FUL (Increase in height of dwelling with dormer windows at rear, replacement single storey extension, two storey and first floor extension to front and pitched roof above garage)	See comments above. <i>(Note: the proposals set out in the previous column are taken from the district council's register, for clarification as to the present application).</i>
<i>Info only at this stage</i>	S/2012/1055/ FUL Heygates Mill	Bugbrooke Mills, Mill Lane	Footpath from main parking areas to existing offices and laboratory building including a footbridge across the mill tail race. Single storey extension to offices to provide reception facilities	No objection by PC. <i>(Note: the formal application had not yet been received for consultation).</i>
New	S/2012/1034/FUL Mr Gummer	11 Shepherds Walk	Single storey side extension. Two storey and first floor rear extensions	No objection by PC. Materials to match, and there should be no overlooking of adjoining property.
New	S2012/1035/FUL	Heyford Fields, The Woodyard, Bugbrooke Road, Nether Heyford	New vehicular access and track and associated boundary treatment	No objection in principle, but the proposed wall was considered to be inappropriate. The front boundary treatment should be a hedge or other more sympathetic structure.

PC/12/9/180

**POLICE MATTERS**

A

“Have your Say” pack, and Police and Crime Commissioner elections details had been provided.

B **Neighbourhood Watch.** The locum clerk reported that, following the departure of Mrs Berkshire, Bugbrooke had now been excluded from the scheme.

PC/12/9/181 **YOUTH MATTERS**  
There was nothing to report.

PC/12/9/182 **PLAYING FIELD**  
Councillor Harries reported that a letter had been received from a resident of Tibbs Way concerning the level of anti-social behaviour in the car park of the Community Centre, and generally. The Chairman confirmed that the parish council had received a copy of this letter. Councillor Harries said that a reply had been drafted, and it was intended to tighten up the arrangements regarding the locking of the car park when the centre was not in use.

PC/12/9/183 **NEW CHURCHYARD EXTENSION**  
The locum clerk reported that, following a meeting with the Diocese representative on 14<sup>th</sup> August, a formal offer for the purchase of the Glebe Field had been submitted to the Board for consideration at its meeting on 26<sup>th</sup> September. Their response was expected to be received prior to the next parish council meeting.  
**RESOLVED** That the Diocese's agent be chased for confirmation that he was dealing with the matter.  
**ACTION** Clerk.

PC/12/9/184 **ALLOTMENTS**  
A The locum clerk reported that, following the Council's approval of the purchase of additional stock-proof fencing for the new allotment site, the Clerk was liaising with the Chairman of the Allotment Association regarding the purchase.

B The Chairman of the Allotment Association had requested that the parish council confirm the total annual rental due to be paid by the Allotment Association. There was a figure in the budget of £550, however the rental for the old allotment site is £296 and the amount payable by the parish council to the Diocese for the new allotment site is £300.  
**RESOLVED** To inform the association that the rent for the new area would be passed onto the association in full, together with increases as stipulated in the new lease and as set by the parish council in respect of the original area, as and when they arose. The association would continue to be responsible for all water rates, as before.

**ACTION** Clerk.

C The Chairman of the Allotment Association had requested the Clerk to seek the parish council's agreement to a review of the terms of the original 1988 lease of the allotments, specifically the restriction on placing any sheds on the site. The Clerk had prepared a note on the lease which had been circulated with the agenda. There was a general discussion about the problems associated with sheds, such as vandalism to the site and adjoining properties, the appearance of "home made" sheds, size and contents stored in them.

**RESOLVED** That a decision be deferred until:

- The association inform the parish council how many allotment holders wanted to erect sheds.

- What was the approach that other parish councils took. In any event, the association should be informed that sheds and their contents would be erected and stored at the entire risk of the relevant allotment holder.

**ACTION**

Clerk.

PC/12/9/185

**PARISH MATTERS**

A

**Monthly Inspection Sheets:** This item was held over until the October meeting due to the absence of the Clerk.

B

**Councillor Vacancy:** The locum clerk reported that the Notice of Vacancy period had expired and no candidates had come forward. The Clerk had spoken with Mrs Adams, who had confirmed that she no longer wished to stand.

**RESOLVED** That a further attempt would be made to co-opt another councillor later in the year.

**ACTION** None at present.

C

**Hedges:** The Clerk had received requests in respect of the hedges adjacent to 2 Camp Hill and on the plot adjacent to the Bakers Arms. An email has also been received from a member of the public regarding the hedge around the field adjacent to the New Creation Hall and the hedge around the car parking in north West End. The Clerk had received a response from Miss Hawkey in relation to a letter about overhanging foliage. She had requested that the parish council specify what work was required.

**RESOLVED** That hedge letters be sent as follows:

- Miss Hawkey, with the request that the foliage be raised to 7 feet above ground level.
- Heygates, re The Firs.
- Heygates re hedge opposite Mr Hawkins farm on the High Street.
- Heygates re hedge next to Bakers Arms (if the work was not carried out within 7 days of the meeting, as understood was the intention).
- The foliage in the wire fence on the footpath between Ash Grove and the High Street.
- Leylandii hedge on corner in Chipsey Avenue.
- Planting leaning over pavement on corner of Pound Lane, leading to Community Centre.
- Jesus Fellowship re field hedge along corner of West End near the notice board.

**ACTION** Clerk to write accordingly.

D

**Footpaths:** Councillor Phillips noted that the Lime Grove footpath had been repaired. The Chairman requested that Heygates be requested once again to insert intermediate steps to the new stiles at either end of the field behind Camp Farm.

E

**Street Doctor reports:** the following matters had been reported:

- The 20 MPH sign adjacent to the pet shop on the High Street
- The Vehicle Activated Sign (VAS) close to Campion school not working
- The pavement at the top of Camp Hill - there was a fairly large hole which was originally reported April/May.
- Footpath between Beech Close and Lime Grove breaking up – originally reported in June (now repaired – see above).

These were due to be investigated by 6<sup>th</sup> September.

- F The locum clerk reported that the clerk had requested a meeting with the local highway engineer in early October to discuss the parking issues at the Waggon and Horses Green.  
**RESOLVED** That the engineer be requested also to look at the condition of the carriageway in Pilgrims Lane and Smitherway.  
**ACTION** Clerk.
- G **Litter picking:** The Clerk had been advised by Mr Walton that he carried out his duties between 5 and 6 a.m. when walking his dogs.
- PC/12/9/186 **ANNUAL AUDIT**  
 The locum clerk reported that following completion of the audit for year ended March 2012, the Clerk had received various documents from BDO. These included the Annual Return, a copy of which had been included with the agenda. Councillors were requested to formally approve and accept the Annual Return, together with the report on issues arising from the return. The clerk had drawn parish councillors' attention to the one issue arising, i.e the size of the Fidelity Guarantee and whether it was large enough, given the amount of money in the deposit account, pending acquisition of the churchyard extension.  
**RESOLVED**
  - That the cost of increasing the guarantee should be sought from Came & Co., but the risk was low and temporary, so additional insurance cover was probably not necessary.
  - That the Annual Return be accepted and approved, and the comments of the auditors noted.**ACTION** Clerk to check cost of additional cover.
- PC/12/9/187 **STREET LIGHTS**  
 There was nothing to report.
- PC/12/9/188 **REPORTS**
- A **Speed limits and the 20MPH zone:** Councillor Kent reported on the training session which he and two other parishioners had undergone with the police. The camera was to be available for 4 weeks, and the police were keen to ensure that the system worked well, to encourage continuation of funding.
- B **Mid Northants Parishes Report:** The clerk had nothing to report this month.
- C **Northamptonshire County Association of Local Authorities:**
  - New Governance Model
  - Usual newsletter.
- D **Highways and Transport**  
 The Clerk had received notification from NCC of an upgrade of serviced bus stops in Bugbrooke with raised kerbing and new bus stop/timetable units. There was a 2 weeks consultation period, commencing 14<sup>th</sup> August and thereafter the works had a lead time of 6 weeks – i.e. mid October. Following receipt of representations from the resident at No 47 High Street, it had been decided not to replace the shelter outside no 47 High Street, and to remove the existing bus stop post and not replace it with any other unit. The bus stop unit opposite no 47 would serve both sides of the road once the upgrades were complete. Buses would continue to stop outside no.47. Plans of the works were available.  
**RESOLVED** That it was not acceptable to remove the post outside number 47 High Street, since travellers might not realise that this was a

stopping point. A strong object should be raised to this. Also, representations should be made for a bus service to Towcester. Clerk.

**ACTION**

PC/12/9/189 **CODE OF CONDUCT**

The locum clerk reported that the Disclosure of Pecuniary Interests forms for all members had been sent to the Monitoring Officer at SNC.

PC/12/9/190 **CORRESPONDENCE**

**1. For Action**

- A Northamptonshire ACRE were holding their AGM on Wednesday 12<sup>th</sup> September (Invitation in correspondence) did any Councillors wish to attend?
- B Northants 50+ Membership database and completion of evaluation questionnaire. Did Councillors wish to continue memberships of the Northants 50+ Network and will anyone complete the questionnaire. Details in correspondence file.

**2. For Report -**

- A Towcester's Moat Lane regeneration plans unveiled. Information in correspondence file.
- B September/October Newsletter from SNVB
- C Insurance renewal documents
- D New Governance Model for Northants CALC
- E Notification of commencement of consultation of renegotiation of planning obligations where development is stalled.
- F Came and Co (insurers) Parish Council Insurance Newsletter
- G C.P.R.E. Outlook Summer 2012
- H C.P.R.E. Countryside Voice

PC/12/9/191 **FINANCIAL MATTERS**

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

Current account as at :	30.8.12	£	81,041.22
Nationwide at	30.8.12	£	4654.78
Deposit account at	30.8.12	£	2029.85
Petty Cash	30.8.12	£	<u>66.66</u>
Total funds at	30.8.12	£	<b>87,792.51</b>

This figure did not include the cheques referred to below.

- B **Banking.** The Clerk had carried out a review of the banking arrangements. Details of the exercise and the recommendations were circulated prior to the meeting. The clerk had requested in the agenda that, if the council were in agreement with the Clerk's recommendation, it resolve that a banking relationship should be maintained with National Westminster Bank Plc (the Bank) in accordance with the bank's standard mandate. Each of the proposed new signatories to the new account should attend at the bank and sign the mandate form.

**RESOLVED** That the resolution set out in Section 3 of the National Westminster Bank plc bank mandate form (which had been set out also in the agenda circulated prior to the meeting), be adopted in full and that Mrs Kate Meech be added as a further signatory together with the existing signatory, Councillor Kent, and Councillors Harries, P. Bignell, J. Curtis, Phillips, and the clerk, Mrs S. Bramley-Brown.

**ACTION** Clerk to arrange for the signatories to complete the forms and visit the bank accordingly.

**C Insurance:** The renewal demand for the annual insurance had been received. The Clerk had arranged to meet with a representative from Came and Co (the insurance brokers) to discuss and review ongoing requirements. The meeting has been arranged for 10 a.m. on 3rd October. Councillors were welcome to attend if they wished.

**D 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
1390	AH Contracts	Emptying of waste bins – to 30.8.12	403.50	67.25	Litter Act 1983 ss5, 6
1391	Mr A. Walton	Litter picking August - 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
1392	Bugbrooke Sports and Community Centre	Hire of Rooms July - September	314.00	0.00	
1393	BDO	Auditing of Annual Return for year ending March 2012	480.00	80.00	
1394	Broker Network Ltd	Paid to Came and Co for renewal of annual insurance	£2,680.36		
1395	Mrs S Bramley-Brown	Clerk's salary– August 2012 (44 hours @ £10.49 = £461.56 less 20% tax =	369.25		
1396	HM Revenue & Customs	Tax - SBB	£93.31	114.11	HM Revenue and Customs requirement
		Tax - AW	£20.80		
		Total	£114.11		
13974	BT	Telephone and Broadband provision	£147.28	£24.54	
1384		Ratification of cheque paid in August to Kay Iqbal for August cleaning of bus shelters.	£30.00	£5.00	Parish Councils Act 1957 s1
1385		Ratification of cheque paid in August to E.on for July unmetered supply	£455.10	£75.85	
1386		Ratification of cheque paid in August to P W Warden for July mowing	£508.00	£101.60	Highways Act 1980 s301
1387		Ratification of cheque paid in August to Mrs S Bramley-Brown for stationery and sundries	£36.38	£6.06	
1388		Ratification of cheque paid in August to NCALC for new clerk training	£154.00		
1389		Ratification of cheque paid in August to Neil Faulkener Ltd for Allotment Hardcore	£144.00	£24.00	

**RESOLVED:** That these invoices be paid

**ACTION:** Clerk



PC/12/9/192

**DATE OF NEXT ORDINARY MEETING-**  
**Monday 8<sup>th</sup> October 2012**  
**At 7.30pm**

*There being no further business the Chairman  
closed the meeting at 9.10pm*

**\*End of Minutes\***

**CHAIRMAN:.....**

**DATE:.....**