

# BUGBROOKE PARISH COUNCIL

Minutes of the Meeting of the Full Council  
held on Monday 9<sup>th</sup> January 2012 at 7.30 p.m. at the Community Centre, Bugbrooke.

## PRESENT:

	Chairman - Councillor John Curtis	
Councillor John Bignell	Councillor Philip Bignell	Councillor Mrs Diana Cockrill
Councillor Ken Gardner	Councillor David Harries	Councillor David Jeffrey
Councillor Alan Kent	Councillor Brian King	Councillor Paul Phillips
Councillor Linda Pope	Councillor Terry Ward	

## IN ATTENDANCE

Mrs Catherine Parry, clerk  
11 parishioners

## APOLOGIES FOR ABSENCE

**Apologies were accepted from:**  
County Councillor Joan Kirkbride

**Reason:**  
Another council commitment

## ABSENT:

Councillor Mrs Eve Jackson  
Councillor Dr Jonathan Shribman  
Councillor Brian Curtis

### PC12/1/1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors as recorded above. Councillor P. Bignell reminded the council that it had been agreed previously that reasons for absence should not be recorded. The clerk said that she would check the regulations on this point, since, although it was advisable not to state the reason for absence at the meeting (for security purposes), she had understood that they should be recorded in the minutes. *Note: Charles Arnold-Baker, in "Local Council Administration" Eighth Edition, Section 7.14, states that "it is very desirable to record briefly the grounds upon which apologies are tendered, in case they have to be approved to prevent a casual vacancy arising"*

### PC12/1/2 DECLARATIONS OF INTEREST

Councillor Gardner declared an interest in any discussion on the quotations which had been received for repairs to the bus shelter on Waggon & Horses Green, on the grounds that his son had provided one. (*Note – in the event this was not discussed*).

### PC12/1/3 REGISTER OF INTERESTS UPDATE

There were no changes to the register, but the clerk agreed to provide Councillor P. Bignell with a form to record his governorship at the Primary School. The clerk confirmed that she had recorded this change on the register of interests.

### PC12/1/4 MINUTES

The minutes of the meeting held on 12<sup>th</sup> December 2011 were approved as a correct record of that meeting and were duly signed by the Chairman.

### PC12/1/5 REPORTS ON MATTERS PREVIOUSLY RAISED

Nothing was reported under this heading.

### PC12/1/6 PUBLIC QUESTION TIME (7.35-7.45PM)

- Miss Bell expressed her continuing concern about the parking around Waggon & Horses Green. This had resulted in her friend's car being damaged recently. The clerk reported that she had been emailed by a resident of Church Lane who was increasingly noticing illegal parking close to the junction. He had urged the parish council to ask the County Council to take some urgent action before a serious accident happened.
- Mr Marshall noted that a letter had been sent, in a personal capacity, by Councillor J. Curtis, in support of the Johns Road application. In his opinion, this compromised the position of the parish council, which had made clear its opposition to the application. Councillors P. Bignell and J. Bignell agreed with this view. He also expressed the opinion that Councillor Curtis should write to the Planning Inspectorate to confirm that this letter was written by him as a private citizen and

did not represent the views of the parish council. Councillor Curtis confirmed that it had not been his intention to imply that the parish council shared his view, and would write to the Inspectorate accordingly and provide a copy.

- Mrs Inch asked when the canal walk leaflets would be available, but commented also that they would need to be revised again if the shop were not to open again. The clerk said that she would organise a smaller print run.

PC12/1/7

**PLANNING**

A Councillor P. Bignell had requested that the parish council decide who was to speak on its behalf at the Johns Road appeal inquiry in February. He thought that, in view of the letter which the Chairman had written in favour of the application, it would be a conflict of interest for the Chairman to appear before the inquiry.

**RESOLVED** That the clerk should appear at the inquiry in place of the Chairman and that the Chairman be requested to write to the Inspectorate as soon as possible to clarify the situation.

**ACTION** Clerk and Chairman as appropriate.

B The clerk reported that she had written to the planning inspectorate and to the district council in respect of the Firs Field applications, supporting the Cricket Club's requests for access and pavilion land to be considered as part of a s106 agreement, if the applications are successful, but otherwise objecting to the applications.

C Councillor Harries joined the meeting late, having attended a planning update meeting which was being held at the district council's offices from 6-8pm. He reported that the estimated cost of preparing a Neighbourhood Development Plan was estimated to be between £17,000 and £63,000. Representations were being made to the Government about this. The timescale to prepare a Plan would be between 12 and 18 months. There were many questions, to which answers were not yet available, for instance, if the voters in a referendum voted against the draft document, what would then happen? Would the whole procedure have to be repeated? South Northants Council's advice was to start the process and do as much of the ground work as possible, and then pass the draft document to them.

D The clerk reported that Mr and Mrs Plummer had appealed against refusal of application A/2010/0613/OUT. This would be by way of written representations. Any representations should be received by the Inspectorate by 1<sup>st</sup> February 2012.

**RESOLVED** That a letter would be written to the planning inspectorate, along the same lines as the previous letter to the district council.

**ACTION** Clerk.

E The clerk reported that South Northants Council had confirmed that there were no objections to the naming of the new development on the High Street as Grants Orchard, so this was now proceeding.

PC12/1/8

**PLANNING APPLICATIONS AND DECISIONS FOR REPORT:**

Status	App. No/ applicant	Location	Proposals	PC comment/ SNC decision
<b>Info</b>	S/2011/1301/FUL Jones	12 Waggoners Way	First floor hipped roof extension	<b>Approval by SNC</b>
<b>Info</b>	S/2011/1358/FUL Wheeler	8 West End	Two new dormer windows (retrospective)	<b>Approval by SNC</b>
<b>New</b>	S/2011/1552/AGD Adams	Heyford Fields Farm	Extension to agricultural building	<b>FOR INFORMATION ONLY</b>
<b>New</b>	S/2011/1601/FUL South Northants Homes	4 Peace Hill (TW)	Adaptation to existing bungalow to create additional sleeping accommodation, together with extension to side and rear of property.	<b>No objections. Materials to match.</b>

PC12/1/9

**NEIGHBOURHOOD PLAN**

The clerk reported that the development working party had met in December to consider their approach to future development in the village. The clerk was to prepare notes of the meeting during January.

PC12/1/10

**POLICE**

A Various emails, which had been forwarded where appropriate.

B The clerk reported that an email update re priorities had been received.

- PC12/1/11 **YOUTH MATTERS**  
A **Campion School:** The clerk had nothing to report.  
B **Young children's play facilities:** The clerk had nothing to report.  
C The clerk reported that a request had been made for a skate board ramp. The clerk had put forward the usual problems and had suggested that the applicant come up with solutions so that the matter could be considered further.  
**RESOLVED** That the possibility of a portable skate board ramp for the holiday period be explored.  
**ACTION** Clerk.
- PC12/1/12 **PLAYING FIELD**  
Councillor P. Bignell asked whether the parish council would be willing to consider making its broadband facility available for connection by visitors to the Community Centre. This would improve the viability of the Centre as a conference and training venue. It would be imperative that security of passwords was maintained, and BSACA would ensure that this was done.  
**RESOLVED** That the parish council would have no objection to this provided that any additional costs were paid by BSACA and a suitable nominal payment could be agreed.  
**ACTION** Councillor Bignell to liaise with the clerk.
- PC12/1/13 **NEW CHURCHYARD EXTENSION**  
The clerk reported that she had heard nothing further since her email. She would send a formal letter in the same terms and would keep chasing the Diocese's agent for progress.
- PC12/1/14 **TWINNING**  
The clerk reported that she had emailed the MP's office to provisionally book a tour of the House of Commons, but numbers were not yet finalised, and a reply had not been received. She would chase this up, but in any event, there was to be a meeting of the twinning committee on 19<sup>th</sup> January, so further arrangements would be discussed then.  
**RESOLVED** That a formal invitation should now be sent to the village organisations in respect of the twinning ceremony and the Barn Dance.  
**ACTION** Clerk.
- PC12/1/15 **ALLOTMENTS**  
The clerk reported that the hold up was hopefully now resolved and that final agreed heads of terms would be sent to the parish council's solicitor so that the costs undertaking would be agreed and the lease sent out for approval.
- PC12/1/16 **PARISH MATTERS**  
A **Welcome packs:** Nothing to report this month. The Chairman offered to assist the clerk in drafting this.  
B **Hedges :** 32 West End – overhanging hedge on footpath to Millennium Green  
22 West End.  
Pound Lane on corner leading to the Community Centre.  
**RESOLVED** That letters should be written accordingly. Re Pound Lane, the tenants should be asked to refer the matter to their landlord, or the parish council would ask the County Council to take action.  
**ACTION** Clerk  
C **Footpaths:** No reports this month.  
D **Monthly Inspection Sheets:** These were handed to the clerk.  
E **Litter picking:** Nothing to report.  
F **Village Shop:** It was understood that this would be opening again shortly, but in the meantime, the post office was supplying bread and milk. They were unable to sell papers owing to a financial condition set by the supplier.  
G **Condition of pumping station next to the Church.** It was agreed that this was an eyesore.  
**RESOLVED** That Councillor P. Bignell should take some photographs of the site and that the clerk should send these to Anglian Water with a strong request that remedial works were carried out urgently.  
**ACTION** Councillor P. Bignell and the clerk.  
H The clerk reported that South Northants Homes walkabout produced two areas of concern where the parish council was requested to act – the grit bin in Spencer Close was empty, and the footpath leading

from Butts Hill Crescent to Kislingbury Road (Campion School end) was very narrow. The clerk had promised to check as to overgrowth of bushes.

**RESOLVED** That the clerk would ask the County Council to refill the grit bin, and would see whether the grass verge along the section of footpath could be converted to form part of the pavement, since there was now no grass on it.

**ACTION** Clerk.

I **Quality Council Status:** The clerk reported that this had been withdrawn last March, owing to the clerk not having been informed by NCALC that the application was due for renewal. Re-accreditation required some new tests to be satisfied (Minute PC11/5/119). These required that various items of information were made available at public libraries etc. There was also a requirement that elections had been publicised to the satisfaction of the accreditation board, which NCALC thought that Bugbrooke might not be able to comply with. Apart from that, the papers needed for re-accreditation were shown to NCALC and were satisfactory.

**RESOLVED** That Councillor Harries and the clerk would work together to ensure that the matters necessary to be re-accredited would be dealt with as soon as possible.

**ACTION** Clerk and Councillor Harries.

PC12/1/17

**STREET LIGHTS**

The clerk reported that the street light on KD9 leading from the High Street to Ash Grove was vandalised over Christmas. Balfour Beattie were called out by a resident and had carried out some remedial work. The clerk had received a quotation of £43.38 plus VAT for the provision of anti-vandal paint to lights. Did the parish council wish to have this applied to vulnerable lights? If so, which ones?

**RESOLVED** That the clerk should proceed with an order for a new light fitting, but not with the anti-vandal paint.

**ACTION** Clerk.

PC12/1/18

A

**MOWING CONTRACT**

The tenders were opened. The most competitive quotation was Peter Warden's and the contract for the next three year period was therefore awarded to him.

**RESOLVED** That the clerk inform Peter Warden and the unsuccessful contractors accordingly.

**ACTION** Clerk.

PC12/1/19

A

**REPORTS**

**Speed limits and the 20MPH zone:** Councillor Kent referred to the meeting which had been held with Kislingbury, Nether Heyford and the County Council in December and hoped that this would enable a dialogue to be opened with Heygates.

B

**Mid Northants Parishes Report:** They had responded to the Neighbourhood Planning Consultation by supporting the responses of NALC. They had received a response from the DCLG to their letter of concern about the proposed planning reforms.

C

**Northamptonshire County Association of Local Authorities:** They had responded to various consultations on behalf of parish councils.

D

**Consultations:** The clerk confirmed that she had responded to the Neighbourhood Planning Regulations consultation.

E

**Highways and Transport:**

➤ Councillor Mrs Cockrill had no issues to report, but requested advice as to renewal of bus passes for residents who needed to do so. Councillor P. Bignell was able to confirm that applications should be made via local libraries.

➤ The clerk reported that MGWSP had sent a satisfaction questionnaire.

F

➤ **Neighbourhood Watch:** There was nothing to report this month.

G

**Diamond Jubilee Correspondence:** Councillor Harries reported that all the village organisations were to attend a meeting of the steering committee for the village event in June, and he was going to attend as Chairman of BSACA. He would also represent the parish council.

H

**Best Village Competition:** The clerk requested confirmation as to whether the village was to be entered this year.

**RESOLVED** That the village would not be entered into the competition this year.

**ACTION** Clerk to inform the organisers accordingly.

PC12/1/20

**CORRESPONDENCE**

1.

**For action:**

None.

2.

**For report:**

- A South Northants Council now has a Twitter account
- B Further information about Village Networks.
- C Email from SNC re recycling of electronic waste. This can be taken to the Towcester recycling centre.
- D CPRE invites parishes to contact them with examples of over-use of road signs.
- E Came & Co information sheet about insurance cover for snow clearance etc, if the parish council wishes to organise this.
- F Zurich Insurance would like to quote for the parish council insurance this year.
- G Northants County Council have sent details of their draft budget for the coming financial year.
- H South Northants Job Clubs information
- I CPRE magazines

PC12/1/21 **FINANCIAL MATTERS**

- A A financial statement was circulated.
- B **Link person salary review:** No review would be undertaken at this time. The Chairman would review the route taken by the Link Person to see whether this needed to be revised.
- C The clerk reported that a detailed charging schedule had been produced in respect of future elections. These ranged from £39 for an uncontested election to nearly £3,000 for a by-election, where poll cards were requested. This would enable parishes to budget for future costs.

<b>D Payment of invoices as follows:</b>						
<b>Chq no</b>	<b>To whom</b>	<b>Service rendered</b>		<b>Amount £</b>	<b>Vat £</b>	<b>Power used for payment</b>
1289	AH Contracts	Emptying of waste bins – to 31.12.11		403.50	67.25	Litter Act 1983 ss5, 6
1288	E.On	December unmetered supply costs		441.91	73.53	Parish Councils Act 1957 s3 Highways Act 1980 s301
1290	Mr A. Walton	Litter picking December - 4 weeks x 4 hours: 16 hours @£6.50 =£104 (less 20% tax)		83.20		Litter Act 1983 s5 Local Gov't Act 1972 s112
s/o	Mrs C.J. Parry	Clerk's salary– December 2011		364.47		Standing Orders
1291	HM Revenue & Customs	Tax -CP	£91.20	112.00		HM Revenue and Customs requirement
		Tax - AW	£20.80			
		Total	£112.00			
1292	E.On	Repairs to PL27		75.05	12.51	Parish Councils Act 1957 s3 Highways Act 1980 s301
1287	E.On	Quarterly charges (ratification of cheque paid in December)		731.77	121.96	Parish Councils Act 1957 s3 Highways Act 1980 s301
1285	Northants ACRE	Subscription - £34.00 Donation - £16.00 (ratification of cheque paid in December)		50.00		Local Gov't Act 1972 s143 & s137

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

PC12/1/21

**DATE OF NEXT ORDINARY MEETING-  
Monday 13<sup>th</sup> February 2012  
At 7.30pm**

*There being no further business the Chairman closed the meeting  
at 8.55pm*

**\*End of Minutes\***

**CHAIRMAN:**.....

**DATE:**.....