

# BUGBROOKE PARISH COUNCIL

Minutes of the Annual Meeting and Monthly Meeting of the Full Council held on Monday 14<sup>th</sup> October 2013 at 7.30 p.m, at the Community Centre, Bugbrooke.

**PRESENT:**

Chairman – Mr John Curtis, BEM

Councillor John Bignell		Councillor David Jeffery
Councillor Robb Collett		Councillor Brian King
Councillor Brian Curtis		Councillor Mrs Kate Meech
Councillor Ken Gardener		Councillor Paul Phillips
Councillor David Harries		Councillor Mrs Linda Pope
Councillor Paul Henson		Councillor Terry Ward
	<b><u>IN ATTENDANCE</u></b>	
Mrs Sally Bramley-Brown - Clerk	4 parishioners	County Councillor Joan Kirkbride
<b><u>APOLOGIES FOR ABSENCE</u></b>		<b><u>ABSENT:</u></b>
<b>Apologies were accepted from:</b>	<b><u>Reason:</u></b>	
Councillor Phil Bignell	Personal	Alan Kent
PC13/10/160	<b><u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u></b>	
	Apologies were received and accepted as above.	
PC/13/10/161	<b><u>DECLARATIONS OF INTEREST</u></b>	
	Councillors Pope and Curtis declared an interest in Item 12 - Allotments	
PC//13/10/162	<b><u>TO CONSIDER WHETHER REGISTER OF INTERESTS REQUIRES UPDATING (e.g. owing to a member having been elected to any local committees etc.).</u></b>	
	Not required	
PC/13/10/163	<b><u>TO SIGN AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 9<sup>th</sup> September 2013</u></b>	
	The minutes of the meeting held on 9 <sup>th</sup> September were approved as a correct record of that meeting and were duly signed and initialled by the Chairman, subject to the amendment of Minute No PC/13/9/152– E .....Planning Application S/2013/1081/MAF was an application by Persimmon Homes and not Bellway as stated.	
PC/13/10/164	<b><u>REPORTS ON ISSUES PREVIOUSLY RAISED</u></b> None	
PC/13/10/165	<b><u>PUBLIC QUESTION TIME (7.35 p.m – 7.55 p.m- extended to include a presentation by Ms Laura Welch from SNC Strategic Housing Team)</u></b>	
	<p>A member of the public expressed concern over the number of contractors vehicles that were being parked on the grass verge in the vicinity of the Peace Hill development. The Clerk advised that a number of similar complaints had been received and that she had spoken with a representative from Bellway. Unfortunately the vehicles currently being parked belong to sub-contractors. An issue was also raised about the amount of mud on the road.</p> <p>The same member of the public asked if any arrangements had been made for retention of the trees with historical significance when the land was transferred to the diocese. Councillors advised that only one tree, a Silver Birch, would be included in the land transfer and the transfer documents were yet to be agreed, but the matter would be noted. The resurfacing of Chipsey Avenue had commenced.</p>	
	<p><b><u>Affordable Housing Provisions.</u></b> Ms Laura Welch from SNC had been invited to attend to ensure that all Councillors were fully informed of the latest allocations policy which would be applied to the new developments. Ms Welch advised that the affordable housing on the Peace Hill development would start to come on stream as from April/May 2014 and those from the John's Road development would be from July 2014. There would be 32 dwellings on the John's Road development and 11 on the Peace Hill site; there would be a mix of housing types including 2 bungalows on each, and there would also be 25% shared ownership on each site (8 on John's Road and 3 on Peace Hill). SNC had reviewed the classifications on housing need at the end of 2012 and in consequence the current list of people requiring social housing was considerably shorter. Priority would be given to those people who could demonstrate close links with the</p>	

	village. There were currently 50 people who could meet the criteria, but new applicants were encouraged to apply.		
PC/13/10/166	<b>PLANNING</b>		
A	<b>Library Facilities.</b> The Clerk advised that she had received notification from the Library Service that they were still awaiting formal feedback from NLIS Senior Management. They were expecting a response soon and would make arrangement for a follow up meeting as soon as possible.		
B	<b>South Northamptonshire Local Plan.</b> SNC had issued an invitation for up to two Councillors to attend a briefing. Councillors John Curtis requested the Clerk to book him a place for Tuesday 12 <sup>th</sup> November.		
C	<b>West Northamptonshire Joint Core Strategy.</b> Councillor Harries informed the parish council that the process was currently on hold as a result of questions being raised at the initial stage. It was hoped that the process would recommence in the Spring/Summer 2014		
D.	<b>Development at Peace Hill.</b> Work on the site had commenced in earnest and resulted in a number of HGV's carrying materials and equipment trying to access the site via Great Lane. The Clerk had spoken with a representative from Bellway Homes who had confirmed that all contractors and material suppliers had been instructed to access the site via the A5 and not through the village. The Clerk was requested to contact the developed to ask for the signage at the High Street end of Great Lane to be improved.		
E.	<b>Development at John's Road/Pilgrim's Lane.</b> The Clerk confirmed that she had heard from Suzanne Taylor at SNC who confirmed that the maintenance plan for the playing fields had been submitted and that she would notify the Owners of the correct name for the recipients of the 999 year lease as the Bugbrooke Sports and Community Centre Association.		
F.	<b>Community Infrastructure Levy.</b> SNC had issued an advisory note regarding the possible implementation of the CIL regulations by SNC. As yet no decision has been taken on whether to adopt CIL and if it did opt for adoption it would not be applied retrospectively and would not apply to new application until September 2014 at the earliest. Councillors discussed the various issues and agreed the following resolution.		
	<b>RESOLVED</b>	It was resolved that the Clerk be requested to write formally to SNC to state that the Parish Council does not agree that a greater percentage of the CIL should be paid to those parishes with an adopted Neighbourhood Plan. The percentage should be the same for all parishes, or that "service villages" such as Bugbrooke should receive a greater proportion in view of the additional services that are expected to be provided.	
	<b>ACTION</b>	The Clerk	
G	<b>Planning applications and decisions for report</b>		
<b>LOCATION</b>	<b>APP NO AND APPLICANT</b>	<b>PROPOSAL</b>	<b>PC COMMENTS OR SNC DECISION</b>
Land at John's Road/Pilgrim's Lane	S/2013/1178/MAF Persimmon Homes	Variation of conditions – change of roof tile materials on plots 14,23 and 64 from brown to grey.	No Comment
The Wharf	S/2013/1221/FUL Unusual Rigging	Proposed new warehouse and extension to existing car park and associated works.	Support the application
24 Pound Lane	S/2013/1283/FUL	Extension to side to form single garage with dressing room over.	No comment
Orchard Way	S/2013/0616/FUL	Replacement dwelling	<b>Approved 9.9.2013</b>
Peace Hill	S/2013/0963/MAF	Variation of condition – change of brick from Oakthorp Red stock to Dorset Red stock	<b>Approved 26.9.2013</b>
PC/13/10/167	<b>POLICE MATTERS</b>		
	The Clerk was requested to ascertain if Councillor Bignell would be able to attend the quarterly Parish Co-ordination meeting on 18 <sup>th</sup> October – if not Councillor Collett offered to attend in his place. The Clerk had received a response from PCSO who indicated that in her view there was no problem in relation to the cul de sac parking in the village. The Clerk was requested to acknowledge the response and thank the PCSO for her assistance and request that continued monitoring of the situation should be carried out, in particular in relation to Almond Close.		
PC13/10/168	<b>NEIGHBOURHOOD WATCH</b>		

	The Neighbourhood watch co-ordinator for Bugbrooke had published an article in the current issue of Bugbrooke Link which related to problems at the Community Centre. It stated ".....the Parish Council cannot seem to sort out a policy for closing the car park gate..... Councillors were concerned that this may result in members of the public being misinformed, as in fact management of the Community Centre was dealt with solely by the management committee and not the Parish Council. Mrs Meech reported that matters are currently in abeyance pending finding a suitable site.
	<b>RESOLVED</b> The Clerk be requested to ask the Editor of Bugbrooke Link to print a correction in the next issue.
	<b>ACTION</b> The Clerk
PC/13/10/169	<b><u>ACQUISITION OF LAND FOR SKATE PARK.</u></b>
	Councillor Meech advised that they would require an area of land of approximately 25 – 15 metres as a minimum to provide a facility for older children in the village for either bikes/scooters or skateboards. Councillor Meech was requested to prepare a plan for the next meeting of the BSACCA as it was possible that such an area of land could be made available when the new pitches were transferred to the centre. Councillor Meech was asked to investigate alternative materials to concrete which whilst being fire proof was considered to be non-user-friendly.
PC/10/170	<b><u>PLAYING FIELD</u></b>
	The Clerk confirmed that she had ordered the new signs for the play area and also the replacement platform for the Slide Tower.
	It was reported that the fence at the Primary School playing field was in a very poor state of repair. The Clerk was requested to write to the Headmistress to request that the fence be repaired.
PC13/10/171	<b><u>NEW CHURCHYARD EXTENSION</u></b>
	The Clerk reported that she was still awaiting a response in relation to the application for a faculty. The Clerk has again emailed the diocese and will continue to vigorously pursue the matter in an attempt to achieve an early completion of the transfers
PC13/9/172	<b><u>ALLOTMENTS</u></b>
	Councillors agreed to defer the rent review on the area owned by the Parish Council until rent review by the diocese on the new area in approximately 18 months' time.
PC13/10/173	<b><u>PARISH MATTERS</u></b>
	<b>Monthly Inspection Sheets.</b> Sheets were received for 4 areas. There were no outstanding repair issues prior to the receipt of the sheets.
	<b>Hedges.</b> The Clerk was requested to write to the owners of properties adjacent to KD9 – 53, 53A and 53C High Street and to the owner of Appletree Cottage, Pilgrim's Lane..
	<b>Emergency Planning.</b> Councillor Collett advised that a meeting had been due to take place on the day of the meeting but that the Environment Agency representative had not attended. A new meeting was to be arranged as soon as possible.
	<b>Noticeboards.</b> County Councillor Kirkbride confirmed that she had consulted with the NCC Highways officer who had confirmed that there would be no objection to the primary school noticeboard being relocated to the junction of Levitts Road/Chipsey Avenue, but that care must be taken when locating the board to ensure that visibility was not obstructed.
	<b>War Memorial.</b> Councillors discussed this somewhat contentious issue. The memorial window in the church was the result of much discussion after the first world war and is unique in England in that it has no religious theme. It was felt that the issue had probably arisen as a result of the remembrance day wreaths being removed shortly after the 11 <sup>th</sup> November. and where in the village a new memorial could be located and whether they felt that a new memorial was required. Councillors were requested to give the matter further thought and return to the next meeting with suggestions.
	<b>RESOLVED</b> It was resolved that Clerk be requested to write to the Rector to state that the request for an external war memorial had been turned down, but that there was concern that the wreaths were taken away after a short period of time. The Rector should be requested to leave them in situ, as happens at the other churches in his care.
	<b>ACTION</b> The Clerk
PC13/9/174	<b><u>REPORTS</u></b>
	<b>Highways and Transport.</b>
A.	The Clerk was still awaiting a response from NCC Highways re Smither Way.
B.	The Clerk reported that she had been advised by NCC Highways that the "yellow lines" that were due to be installed at the Waggon and Horses green had been delayed by the legal process, but that the requisite traffic order was to be advertised at the end of October.
C.	The Clerk read an email from the headmistress of the Primary School relating to an

	insurance claim resulting from an accident last winter on the footpath adjacent to the school. Councillors confirmed that the footpath linking the High Street to Chipsey Avenue had always been a public right of way, but that serious deterioration of the path occurred approximately 2 years ago which was caused by the NCC lorries involved in the construction of the school extension. The Clerk was requested to confirm this to the headmistress.
D.	A complaint had been received about the presence of barriers at two locations in the village. It was acknowledged that this was a problem for people with mobility issues but that the Parish Council would not wish to see the barriers removed, simply increased the distance between the barriers. The Clerk was requested to check with NCC Highways and report back to the next meeting.
	<b>Millennium Green.</b> Councillors David Harries advised that on Saturday 9 <sup>th</sup> November there would be a tree planting morning and all residents were invited to come along and join in.
	<b>Telephone Land Lines.</b> There had been a number of reports of telephone land lines not working properly. The Clerk was requested to contact BT to ask them to check the situation.
	<b>FINANCIAL MATTERS</b>
A	The clerk reported that the bank balances were as follows:
	Current Account as at 30.9.13 (Nat West) £ 147,883.91
	Less October Payments £ 4,668.34
	Total funds at 14.10.13 £ <b>143,215.57</b>
B	The Clerk advised that BT had given notice that with effect from November 2013 they would be charging for itemised paper bills and a monthly charge for bills not paid by direct debit. The Clerk requested that the Parish Council agree to payment of future bills by direct debit and to opt for paperless billing. A copy of the bill could be printed from the online billing service and the internal financial control councillors had agreed that this would be acceptable. The Clerk advised that changes to the way in which parish councils carried out their financial commitments were imminent and that this was probably the first of a number of similar requests.
	<b>RESOLVED</b> The Clerk be authorised to amend the parish councils financial arrangements with BT to allow for payments to be made by direct debit and for paperless billing.
C	Budget for 2014 – 2015. The Clerk was requested to arrange a meeting of the Finance Committee to prepare a draft budget for consideration by the Parish Council.
D	<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
0169	HM Revenue & Customs	Tax on Clerk's salary	115.20		HM Revenue and Customs requirement
0170	Mrs S Bramley-Brown	Clerk's salary– September - 2013 less tax - + mileage and expenses	£719.01		Local Gov't Act 1972 S112
0171	E.on	September unmetered supply	£441.18	73.53	Parish Councils Act 1957 s3 Highways ACT 1980 S301
0172	E.on	Quarterly Maintenance Charges.	731.77	121.96	Public Health Act 1875 s 164 and Open Spaces Act 1906 s9 and s 10
0173	RBS Finance for R and G Landscaping	Playing field maintenance	493.02	82.17	Open Spaces Act 1906 ss 9 And 10
0174	CIT Vendor Finance	Copier Rental to January 2014	216.40	36.07	Local Gov't Act 1972 S 111
0175	A H Contracts	Emptying of waste and dog bins – September 2013	335.71	55.95	Litter Act 1983 ss 5,6
0176	Kay Iqbal	Cleaning Bus Shelters - September	30.00		Parish Councils Act 1957 S1
0177	Peter Warden	Mowing - September	609.60	101.60	Highways Act 1980 s96
0167	John Curtis	Ratification of cheque paid in September – Play area	£82.30	12.89	Open spaces Act 1906 ss 9 and 10

		railings			
0168	B.T.	Ratification of cheque paid in September – Parish Office telephone and broadband	£111.76	£18.62	Local Gov't Act 1972 S 111
		<b>RESOLVED:</b>	That these invoices be paid		
		<b>ACTION:</b>	Clerk		
PC/13/7/159	<b>DATE OF NEXT MEETING – Monday 11<sup>th</sup> November 2013 at 7.30 p.m.</b>				

*There being no further business the Chairman closed the meeting at 9.48 p.m.*

**\*End of Minutes\***

**CHAIRMAN:**.....  
**DATE:**.....