

# BUGBROOKE PARISH COUNCIL

**Minutes of the Meeting of the Full Council held on  
Monday 11<sup>th</sup> March 2013 at 7.30 p.m, at the Community Centre, Bugbrooke.**

**PRESENT:**

Chairman - Councillor John Curtis, BEM.

Councillor Phil Bignell		Councillor David Jeffery
Councillor John Bignell		Councillor Alan Kent
Councillor Robb Collett		Councillor Brian King
Councillor Ken Gardner		Councillor Mrs Kate Meech
Councillor David Harries		Councillor Paul Phillips
Councillor Paul Henson		Councillor Terry Ward
	<b><u>IN ATTENDANCE</u></b>	
Mrs Sally Bramley-Brown - Clerk	3 parishioner	County Councillor Joan Kirkbride
<b><u>APOLOGIES FOR ABSENCE</u></b>		<b><u>ABSENT:</u></b>
<b>Apologies were accepted from:</b>	<b>Reason:</b>	
Councillor Mrs Linda Pope	Holiday	Councillor Brian Curtis
PC13/3/041	<b><u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u></b>	
	Apologies were received and accepted as above.	
PC13/3/042	<b><u>DECLARATIONS OF INTEREST</u></b>	
	Councillor David Harries declared an interest in Item 11 (New Churchyard Extension) as Chairman of Bugbrooke Millennium Green Trust and Councillor Terry Ward declared an interest in Item 7a (Planning – Home Farm)	
PC13/3/043	<b><u>REGISTER OF INTERESTS UPDATE</u></b>	
	There were no changes to the register.	
PC13/3/044	<b><u>MINUTES</u></b>	
	The minutes of the meeting held on 11 <sup>th</sup> February were approved as a correct record of that meeting and were duly signed and initialled by the Chairman	
PC/13/3/045	<b><u>REPORT OF ISSUES PREVIOUSLY RAISED.</u></b>	
	<p>A. Councillor John Bignell had raised an issue at the previous meeting relating to construction traffic accessing and egressing from the Peace Hill development by way of Great Lane. The Clerk advised that she had spoken with a planning offer at SNC who had informed her that the developer was required to use the field gate for access. The Clerk had asked if there was a requirement in the S106 agreement for the developer to enter into a lorry routing agreement. The planning officer had been unable to answer this question and had suggested that the Clerk write to the specific planning officer for the development. The Clerk informed the meeting that she had done this and was awaiting a reply.</p> <p>B. Councillor Alan Kent reported that for the new Speedwatch season the police were insisting on 10 trained volunteers. He informed the meeting that so far he only has 8 people who will definitely undertake the training. The Clerk was requested to put a request for further volunteers on the Bugbrooke Link website.</p>	

	<b><u>ACTION</u></b>	The Clerk
PC/13/3/046	<b><u>PUBLIC QUESTION TIME (7.35 p.m. – 7.40 p.m.)</u></b>	
	A member of the public expressed concern at the amount of dog fouling in the village and in particular around the Great Lane area. It was acknowledged that this was a problem in the village as a whole but that purchasing and locating additional dog bins around the village would probably not have any affect. The Chairman stated that he would include a plea for people to clean up after their dogs in his piece for the Bugbrooke Link. It would only be possible to bring action against an owner if there was irrefutable evidence such as a photograph; however Councillors were advised to exercise extreme caution if contemplating walking around the village with a camera solely for this purpose.	
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PC/13/3/047	<b><u>PLANNING</u></b>	
A	<b>Home Farm Bugbrooke.</b> In consequence of the exclusion of Home Farm from the Conservation Area, Councillors were asked if they wished to consider making an application to English Heritage for the building to be added to the National Heritage List for England.	
	<b><u>RESOLVED</u></b>	That Councillors did not wish to seek National Listing for Home Farm.
B	<b>New Homes Bonus(NHB).</b> Councillor David Harries explained that SNC were currently consulting on the policy for the distribution of the NHB amongst those villages where development of new housing had occurred. Based on current calculations Bugbrooke would be eligible for a grant of £4,900. Any application to the Grants Panel at SNC would need to be a detailed business plan, and therefore the Parish Council should consider what projects they may wish to fund from this source. The consultation document is to be circulated to all parish councils very soon and it was agreed that a working party should be established to consider options. Councillor Alan Kent expressed concerns that neither of the S106 agreements that relate to the two developments in the village result in a contribution towards facilities at the Primary School. The creation of library facilities at the school was an option that will be considered.	
	<b><u>RESOLVED</u></b>	Following receipt of the consultation document a working party consisting of Councillors Alan Kent, David Harries Phil Bignell and the Chairman will meet to consider which options to take forward.
C	At the time of preparation of the agenda no planning applications had been received. However, in the interim the Clerk had received details of two minor applications which the Parish Council were minded to consider:- S/2013/0239/MAF – Variation of condition 1 on reserved matters application to alter the alignment of the main road – Land adjacent to Peace Hill Bugbrooke. The plan was a little unclear but appeared to be altering the alignment of the corner. Councillors approved the application but requested the Clerk to advice SNC that the parish council would wish to see any trees or hedges that are removed are replaced with native species. S/2013/0217 – Construction of rear conservatory – 30 Moores Close, Bugbrooke. No comment.	
PC/13/3/048	<b><u>POLICE MATTERS</u></b>	
A	The Community Speed Watch Programme had been discussed under Minute No PC/13/3/045	
B	It was agreed that Councillor Phil Bignell would represent Bugbrooke at a meeting on 26th April being held by the Policy Community Support Team.	
PC13/3/049	<b><u>YOUTH MATTERS</u></b>	
	Councillor Mrs Meech advised that the Play Park group was continuing with fund raising and had so far raised about £700 and they were pursuing several grant funding options. The Chairman requested that the group prepares a plan of the area	

	that will be required, in readiness should land become available.	
PC/13/3/050	<b><u>PLAYING FIELD</u></b>	
	Nothing to report.	
PC/13/3/051	<b><u>NEW CHURCHYARD EXTENSION</u></b>	
	<p>The Clerk reported as follows:-</p> <ul style="list-style-type: none"> <li>➤ That a meeting had taken place on 12<sup>th</sup> February in respect of the small additional area of churchyard to be transferred to BMGT. The Diocesan board of finance were to discuss the matter on 12<sup>th</sup> March, following which the Clerk would be contacted by their agent.</li> <li>➤ She had had a meeting with planners at SNC to receive advice on the need for various applications for change of use. In consequence she had submitted a Pre-Application Inquiry, which would result in a formal report from the planners – this would be available at the next meeting.</li> <li>➤ She had submitted a new application for a Certificate of Lawful Use, accompanied by an affidavit which she had prepared for Councillor Alan Kent.</li> <li>➤ There had been various communications between herself, BMGT and the appointed solicitors. In consequence, legal advice had been received which required that a qualified surveyor should be instructed to prepare a report, compliant with the Charities Act requirements, to advise whether the transaction is overall a good deal for the charity.</li> <li>➤ The BMGT would need to hold a public meeting to approve the transaction before matter could proceed. Councillor David Harries had already indicated the trustees willingness to hold such a meeting, subject to the solicitors providing an appropriately worded resolution.</li> </ul>	
	<b><u>RESOLVED</u></b>	<p>That the Clerk be authorised to:-</p> <ol style="list-style-type: none"> <li>a. Instruct an appropriate surveyor to prepare the required report. It was proposed that she contact Roger Coy Architects, based at Eydon</li> <li>b. Instruct the appointed solicitors to prepare the necessary resolution for the BMGT meeting.</li> </ol>
	<b><u>ACTION</u></b>	The Clerk
PC/13/3/052	<b><u>ALLOTMENTS</u></b>	
	<p>A. The Clerk reported that she had prepared the new sub-lease and this had been approved by the Allotment Association. The Chairman and Vice-Chairman signed both copies of the lease which will be sent to the Chairman of the Allotment Association for signature and return.</p> <p>B. The Chairman reported that the materials for the water supply for the new plots had been purchased.</p>	
PC/13/3/053	<b><u>PARISH MATTERS</u></b>	
A	<b>Monthly Inspection Sheets</b> Monthly inspections sheets were received for all areas except one, which was promised for later in the week.	
B	<p><b>Monthly Summary Sheets</b> Mr Wilkins had already carried out some of the outstanding works, and others had been agreed and would commence as soon as the weather permitted.</p> <p>Councillor Brian King reported that Mr Collins had now indicated that he would be unable to help out in the village, but asked that Councillor King express his thanks to the parish council for considering him.</p>	

C	<p><b>Hedges/Trees.</b></p> <p>A. The issue of the conifer tree growing round the light in Pound Lane was raised once again. The tree had been cut back to below the lamp itself which had improved matters but still left an area which was very dark. Councillors were of the view that more of the tree needed to be cut back, but that may result in the death of the tree. The Clerk was requested to write to Mr Emery who had carried out the work to seek his views on further cutting.</p> <p>B. The Clerk was requested to write to the owners of 3 Brown's Yard regarding vegetation overgrowing the rear boundary.</p> <p>C. Concern was expressed regarding illegal parking on Kislingbury Road near to Champion School, which was resulting in the grass verge becoming very muddy. The Clerk was requested to contact NCC highways to ask them to take action to prevent this happening.</p>	
D	<b>Footpaths:</b> Nothing to report.	
E	<b>Annual Audit.</b> Nothing to report.	
F	<b>Welcome Packs.</b> Various Councillors handed amended copies of the welcome pack to Councillor Bignell, who was to produce a final version incorporating these amendments in time for the next meeting.	
G	<b>Emergency Planning.</b> Councillor Robb Collett reported that he had met with Joanne Maddon from SNC to discuss emergency planning for the village. She had recommended that they should meet with the Environment Agency as soon as possible to look at potential for financial assistance. It was agreed that the Chairman would also attend the meeting..	
H	<b>Street Lighting.</b> Only one street light was reported as being defective – PL 121 in Ash Grove. It was also noted that some of the lamp columns in Meadway seemed to be leaning. The Clerk was requested to arrange for them to be inspected for safety purposes.	
	<b>ACTION</b>	The Clerk
I	<b>Boarded-Up Shop at the corner of John's Road</b> Councillor Phil Bignell reported that he had spoken with the tenant of the property, who had indicated that in the long term it was his intention to reopen the shop. In the meantime he would speak with the art department at Champion School to see if they could improve the look of the shop in the interim.	
J	<b>Parish Office.</b> The Clerk confirmed that the new blinds had been purchased and fitted by Mr Wilkins and that they made a huge difference. She also reported that she had commenced her CiLCA training and that the Quality Parish Council scheme was currently under review.	
K	<b>Noticeboards.</b> It was agreed that the notice board in the centre of the village was in poor condition but that matters were made worse by the amount of notices that were pinned to the bus stop itself. The Chairman, the Clerk and Mr Wilkins would look at placing a purpose built noticeboard alongside the existing parish council notice board which would be refurbished.	
PC/13/3/054	<b>TWINNING</b>	
	Nothing to report.	
PC/13/3/055	<b>REPORTS</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>Highways and Transport</b>	
	Meeting with Heygates Mill representatives. The Clerk confirmed that she had spoken with Mr Heygate's personal assistant. She had requested details of what was	

	to be discussed and had confirmed that she would arrange a date but it would not be until April, due to other commitments.			
E	<b>Community Centre</b> – Councillor David Harries reported that the next meeting of the trustees was to take place the following week.			
F	<b>Millennium Green</b> – Nothing to report			
PC/13/3/056	<b>FINANCIAL MATTERS</b>			
	A financial statement was circulated. The clerk reported that the bank balances were as follows:			
	Current Account as at (Nat West)	28.2.13	£	101,418.21
	Yorkshire Bank	28.2.13	£	58.02
	Nationwide at	28.2.13	£	2,029.85
	Deposit account at	28.2.13	£	204.06
	Less February Expenditure	11.3.13	£	2,563.12
				103,3710.4
	Total funds at	11.3.13	£	<b>101,147.02</b>
B	A request from Campion School to purchase advertising space in the new student folder was not approved.			
C	<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
0084	HM Revenue & Customs	Tax - SBB	£146.86		HM Revenue and Customs requirement
0085	Mrs S Bramley-Brown	Clerk's salary– February 13 (70 hours @ £10.49 = £734.30 less 20% tax - £587.44 + £81.64 (blinds) + £15.63 (stationery) + £35.97 (books for Cilca training) + mileage £19.84	£740.40	22.19	Local Gov't Act 1972 S112
0086	A H Contracts	Emptying of Dog and Litter Bins	322.80	53.80	Litter Act 1983 Ss 5,6
0087	E.On	Street Lighting Maintenance for quarter ending December 2012. REPLACEMENT CHEQUE FOR 0067 WHICH HAD BEEN STOPPED.	£654.95	109.16	Parish Councils Act 1957 s3: Highways Act 1980 S301
0088	British Telecom	Parish Office Telephone and Broadband – February – April 2013	£109.11	18.18	Local Gov't Act 1972 S112
0089	Mr Alan Kent	Refund for fee for swearing affidavit for Glebe Field	9.00		Local Gov't Act 1972 S112
0090	NCALC	CiLCA Training	495.00		Local Gov't Act 1972 S112
0091	Mr Peter Wilkins	Handyman works – blind and play area tree	37.00		Local Gov't Act 1972 S112
0092	E.On	Unmetered supply March	411.06	68.51	Parish Councils Act 1957 s3: Highways Act 1980 S301
0080	GetMapping PLC	Ratification of cheque paid in February for annual	36.00		Local Gov't Act 1972 S112

		subscription			
0081	E.on	Ratification of cheque paid in February – unmetered supply	455.10	75.85	Parish Councils Act 1957 S3; Highways Act 1989 S301
0082	NCALC	Ratification of cheque paid in February – Training for Robb Collett	29.00		Local Gov't Act 1972 s112
0083	South Northants Council	Ratification of cheque paid in March for application for Certificate of Lawful Use	£85.00		Local Gov't Act 1972 s112
		<b>RESOLVED:</b>	That these invoices be paid		
		<b>ACTION:</b>	Clerk		
PC/13/3/057	<b>DATE OF NEXT ORDINARY MEETING –  Monday 8<sup>th</sup> April 2013 at 7.30 p.m.  TO BE PRECEDED BY  THE ANNUAL PARISH MEETING AT 7.00 P.M.</b>				

*There being no further business the Vice-Chairman closed the meeting at 8.36 p.m.*

**\*End of Minutes\***

**CHAIRMAN:.....**

**DATE:.....**