

BUGBROOKE PARISH COUNCIL

**Minutes of the Meeting of the Full Council
held on Monday 11th February 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 Brian King
Councillor Brian Curtis		Councillor Paul Phillips
Councillor David Harries		Councillor Mrs Linda Pope
Councillor Paul Henson		Councillor Terry Ward
Councillor Alan Kent		
	<u>IN ATTENDANCE</u>	
Mrs Sally Bramley-Brown - Clerk	2 parishioner	County Councillor Joan Kirkbride
		Rhiannon Rhys – SNC Planning
		Mandy Lumb – SNC Planning
<u>APOLOGIES FOR ABSENCE</u>		<u>ABSENT:</u>
Apologies were accepted from:	<u>Reason:</u>	
Councillor Ken Gardener	Bereavement	Councillor Mrs Kate Meech
PC13/2/019	<u>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</u>	
	Apologies were received and accepted as above.	
PC13/2/020	<u>DECLARATIONS OF INTEREST</u>	
	Councillor David Harries and Councillor John Curtis declared an interest in Item 11 as Chairman and Trustee of Bugbrooke Millennium Green Trust respectively	
PC13/2/021	<u>REGISTER OF INTERESTS UPDATE</u>	
	There were no changes to the register.	
PC13/2/022	<u>MINUTES</u>	
	The minutes of the meeting held on 14 th January were approved as a correct record of that meeting and were duly signed and initialled by the Chairman	
PC13/2/023	<u>DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTEREST.</u>	
	The Clerk advised that confirmation had finally been received from the Department for Communities and Local Government that it was not necessary for Councillors to seek as dispensation for the purposes of setting the precept.	
PC/13/2/024	<u>REPORT OF ISSUES PREVIOUSLY RAISED.</u>	
	<p>A. Councillor Alan Kent reported that he had been contacted by the Community Speedwatch Co-ordinator and that training would be arranged shortly. The Clerk reported that she had received notification from the Speedwatch Team advising that a number of villages had declined taking part in the scheme because of the costs. Consequently it had been decided not to implement a charge and as in previous years the scheme would be free.</p> <p>B. Councillor Paul Phillips asked if the grit bins had been refilled after the January snowfall. The Clerk confirmed she had emailed requesting their refilled and both the Chairman and Councillor Terry Ward confirmed that when they had checked bins in the village they had been full of fresh grit.</p>	

PC/13/2/025	<u>PUBLIC QUESTION TIME (7.40 p.m. – 7.45 p.m.)</u>	
	County Councillor Kirkbride advised that the County Council budget was due to be approved shortly and that there was to be no increase in council tax. She advised the council that because of the construction material of Chipsey Avenue, it was not possible for the highways department to “swap” this for the proposed repair of Meadway. The Meadway repair would proceed as proposed, but the highways officer had promised an inspection of Chipsey Avenue.	
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PC/13/2/026	<u>PLANNING</u>	
A	Conservation Area Review. Rhiannon Rhys and Mandy Lumb both from SNC addressed the meeting on the process of the consultation review. They provided plans of the revised conservation area and highlighted the additions and deletions. Councillors were keen to see Home Farm on the north eastern edge of the village incorporated into the conservation area. It was explained that this fell outside the distinct area of the conservation zone, which did not specifically deal with individual properties. It was noted that this was a significant building being the only remain farm house in the village. Councillors were advised that the property would be considered for local listing (which is a lesser category of protection than a nationally listed building) but this would not occur until the local plan was completed. Councillors were advised that should they wish to make any further comments these must be received by 22 nd February. The Chairman thanked the two planning officers for attending.	
B	Certificate of Lawful Use. The clerk had submitted a new application for a certificate, accompanied by evidence of use, as requested. There had obviously been a miscommunication at SNC as the application had not been processed and the clerk had been advised to complete a full planning application form and submit a further fee. Councillor Phil Bignell took the papers and agreed to discuss the matter with the planning officer. A planning application for the change of use from Millennium Green to burial ground will be submitted to ensure that when the transfers are completed the appropriate planning permission is available.	
	<u>RESOLVED</u>	Prepare a planning application for a change of use from Millennium Green to burial ground.
	<u>ACTION</u>	The Clerk
C	There were no planning applications for consideration.	
PC/13/2/027	<u>POLICE MATTERS</u>	
A	The Community Speed Watch Programme had been discussed under Minute No PC/13/2/24.	
PC13/2/028	<u>YOUTH MATTERS</u>	
	In the absence of Councillor Mrs Meech the matter was deferred until next the next meeting.	
PC/13/2/029	<u>PLAYING FIELD</u>	
	<p>A. There was a report of rubbish in the ditch edging the playing field adjacent to Pilgrim’s Lane. Councillor David Harries agreed to investigate the matter.</p> <p>B. Councillor David Harries reported that the phone mast was now defunct. Attempts had been made to find an alternative provider, but that meanwhile the BSACCA had received an enquiry to erect three 30 metre wind turbines.</p>	
PC/13/2/030	<u>NEW CHURCHYARD EXTENSION</u>	
	The Clerk reported that she had spoken with the Diocese representative regarding the purchase of a small additional area. She had been informed that the Diocese were now keen to see the matter resolved and that a meeting was to take place a few	

	days after the parish council meeting. It was hoped that by the time the parish council met again there would be more positive news.	
	<u>RESOLVED</u>	That the Clerk be given authority to negotiate with the Diocese representative regarding the purchase of the small additional area of land.
	<u>ACTION</u>	The Clerk.
PC/13/2/031	<u>ALLOTMENTS</u>	
	The Chairman reported that he had received a formal request from the Allotment Association (“AA”) to extend the water supply to the new area of allotments. The AA had sought funding from the Mast Fund but had not been successful. It was agreed that the provision of water was necessary for plot holders to successfully work the new plots.	
	<u>RESOLVED</u>	The Allotment Association be granted £300 towards the cost of materials for the provision of a water supply to the new plots. The Clerk will notify the AA
	<u>ACTION</u>	The Clerk
PC/13/2/032	<u>PARISH MATTERS</u>	
A	<p>Monthly Inspection Sheets Monthly inspections sheets had been received for areas 2 and 4 only.</p> <p>The Clerk reminded Councillors of the importance of completing the inspection sheets, to limit the parish council’s potential for liability in the event of a claim.</p> <p>It was clarified that when a Councillor’s name was shown on the rota for inspecting a specific area for a particular month, that inspection should be completed in advance of the parish council meeting, so that completed sheets could be handed to the Clerk at the meeting.</p>	
B	<p>Monthly Summary Sheets The Monthly Summary Sheet Work Party (“MISSWP”) had met following the January parish council meeting, when it had been agreed:-</p> <ol style="list-style-type: none"> i. That the MISSWP should have a representative from each of the inspection areas. Councillor Phil Bignell agreed to join as a representative for Area 1 and the Chairman for area 4. ii. Councillor Brian King had spoken with Mr Trevor Collins, who had expressed an interest in carrying out minor repairs/works in the village. In addition the Clerk had received an expression of interest from Mr Peter Wilkins. 	
	<u>RESOLVED</u>	The works needing to be carried out by a third party would be divided between to two interested parties and assessed. It was not anticipated that any works would be carried out until March, due to the adverse weather conditions.
C	<p>Hedges/Trees.</p> <ol style="list-style-type: none"> A. The issue of the conifer tree growing round the light in Pound Lane was raised once again. The Parish Council had received notification that the neighbouring properties had arranged for the tree to be cut back away from the street lamp, but this had not yet occurred. The Chairman stated that he would follow this up. B. It was noted that no works had been carried out to the hedge belonging to 7 Camp Hill. The Clerk confirmed she had written to the owner and that no further action should be taken at present, and the matter reviewed in March. C. The Chairman had received a request from a resident for the Silver Birch tree on Camp Hill to have the top removed. The tree is located within the NCC 	

	<p>highway and therefore is not within the control of the Parish Council. The Clerk was requested to write to the resident and advise him accordingly.</p> <p>D. Councillor John Bignell raised the issue of a resident who is parking on the grass verge outside 24 Camp Hill. The property is in the ownership of Heygates and the Clerk was requested to write to them as owner.</p>
D	Footpaths: Nothing to report.
E	Annual Audit. The Clerk had met with the Internal Auditor on 21 st January for a pre-audit assessment. His report had been circulated with the Agenda and his comments were accepted.
F	Welcome Packs. The Chairman, the Clerk and Councillor Phil Bignell had meet as agreed. Councillor Bignell had produced the draft pack, a copy of which had been circulated with the agenda. Councillors were requested to consider the document and any suggested amendments should be given to Councillor Bignell at the next Parish Council meeting in March. It was agreed that the first draft was excellent and Councillor Bignell thanked and congratulated for his efforts.
G	Emergency Planning. Councillor Robb Collett reported that he had attended a seminar on Emergency Planning on 7 th February. He had made arrangements to meet with the Emergency Planning Officer for SNC again to discuss the needs of the village. Bugbrooke does not currently have a flood plan and it was agreed that Councillor Collett should continue to look into flood planning and report back at Parish Council meetings.
H	Street Lighting. Only one street light was reported as being defective – PL 167. Councillor Phil Bignell reported that the parish council has 4 mercury MBF/u street lights will need to be replaced before the end of 2015, as a result of an EU directive.
I	Boarded-Up Shop at the corner of John's Road It was agreed that this is a cause for concern being located at the point of entry into the village. Councillor Phil Bignell agreed to speak with the tenant of the property in the first instance and report back at the next meeting.
J	Parish Office. It was agreed that the Clerk should purchase window blinds for the parish office (estimated cost £30 each).
K	Noticeboards. It was agreed to ask the new village handymen to look at the notice boards to see if they could be improved/repared. The board in the centre of the village at the bus stop was in a particularly poor condition.
PC/13/2/033	TWINNING
	The Chairman reported that the football club were going to make an exchange visit with Vohl in the spring, if anyone wished to join them.
PC/13/2/034	REPORTS
A	Speed limits and the 20MPH zone: Nothing to report
B	Mid Northants Parishes Report: The clerk had nothing to report this month.
C	Northamptonshire County Association of Local Authorities:
	Nothing to report.
D	Highways and Transport
	<ol style="list-style-type: none"> Councillor John Bignell asked if there was a lorry routing agreement for construction traffic accessing and egressing from the Peace Hill site. Great Lane had recently been resurfaced and there were concerns that excessive construction traffic could damage the new surface. There was a view that the planning permission granted did contain a requirement for traffic to enter and leave the site via the C59 (B4525). The Clerk was requested to write to SNC to clarify the matter.
	ACTION The Clerk
	<ol style="list-style-type: none"> Meeting with Heygates Mill representatives. No progress to date.
	ACTION The Clerk would renew efforts to engage with mill representatives as

	soon as possible.			
	3. The Clerk reported that she had spoken with a telephone engineer whom she had seen on site at the telephone exchange on Kislingbury Road. In consequence she had written to BT in relation to the complaint of vehicles being parked on the grass opposite the car sales site directly behind the bus stop.			
	4. Parish Enhancement Gangs. The Clerk had received notification that requests for works must be submitted by 4 th March. In consequence an application form was given to a representative for each inspection area. Any requests must be provided to the Clerk prior to the 4 th March to enable her to forward them on to NCC highways.			
E	Community Centre – Councillor David Harries reported that they were investigating having an induction loop installed in the Centre and that the Community Centre was to become an Incorporated Charity in the near future.			
F	Millennium Green – Nothing to report			
PC/13/2/035	FINANCIAL MATTERS			
	A financial statement was circulated. The clerk reported that the bank balances were as follows:			
	Current Account as at (Nat West)	31.1.13	£	100,833.24
	Yorkshire Bank (no statement received)	31.1.13	£	58.02
	Nationwide at	31.1.13	£	2,029.85
	Deposit account at	31.1.13	£	204.06
	Less January Expenditure	11.2.13	£	1694.61
	Uncleared items	31.1.13	£	994.95
				103,125.17
				2689.56
	Total funds at	11.2.13	£	100,435.61
B	The Parish Council approved the Clerk's recommendation to consolidate the parish council's bank accounts.			
C	The Parish Council approved the Clerk's recommendation to discontinue the practice of holding petty cash.			
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
0073	HM Revenue & Customs	Tax - SBB	£93.31		HM Revenue and Customs requirement
0074	Mrs S Bramley-Brown	Clerk's salary– January 2013 (44 hours @ £10.49 = £461.56 less 20% tax - £368.25 + expenses (£15.34)	£383.59		Local Gov't Act 1972 S112
0075	A H Contracts	Emptying of Dog and Litter Bins	322.80	53.80	Litter Act 1983 Ss 5,6
0076	Anglian Water	Provision of water supply for Allotment site – July 2012 – January 2013	£43.01		Smallholdings and Allotments Act 1908, ss 25, 26, 542
0077	Northants ACRE	Annual Subscription 2013	£35.00		Local Gov't Act 1972 S143
0078	Falcon Copiers	Copier Usage – October – January 2013	119.64	19.94	Local Gov't Act 1972 S111
0079	Falcon Copiers	Rental February – April 2013	177.16	29.53	Local Gov't Act 1972

					S111
0071	E.on	Ratification of cheque paid in January for unmetered supply for January	455.10	75.85	Parish Councils Act 1957 S3 Highways Act 19890 S301
0072	South Northants Council	Ratification of cheque paid in January for application for Certificate of Lawful Use	£85.00		Local Gov't ACT 1972 s112
		RESOLVED:	That these invoices be paid		
		ACTION:	Clerk		
PC/13/2/036	RESOLVED that the press and public should be excluded for the duration of discussion of the final item on the agenda – amendment of the Clerk's Contract of Employment on the grounds that it was of a confidential nature				
PC/13/2/039	RESOLVED that the Clerk's Contract of Employment should be amended increase the hours of work from 11 per week to 70 per month				
PC/13/1/040	DATE OF NEXT ORDINARY MEETING – Monday 11TH March 2013 at 7.30pm				

There being no further business the Chairman closed the meeting at 8.55 p.m.

End of Minutes

CHAIRMAN:.....

DATE:.....